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PRACTICE AND THEORY

O. P. UPPAL
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To

My Father

Late Sh. Kashori Lal Uppal

FOREWORD

In Indian Universities mostly two Catalogue Codes occupy the prestigeous position of being taught to Library and Information Science Students viz :

Classified Catalogue Code, and

Anglo-American Cataloguing Rules.

The latter has been revised in 1978 and is now Anglo-American Cataloguing Rules—2 or A.A.C.R.-2.

There is considerable difference between A.A.C.R.—1 and A A.C.R.—2. Therefore the present book attempts to fulfil the long felt need for a practical as well as theory textbook on A.A.C.R.—2 and also to be within the reach of students of Indian sub-continent. The A.A.C.R.—2 is expensive and the Indian student can hardly afford to purchase it. Nevertheless the rules are essential for understanding the various entries and their sections. Hence the author quotes respective rules after every entry, for the benefit of users. Besides all relevant rules for preparing an entry which are scattered in the A.A.C.R.—2 are cited at one place. This saves time and botheration of referring the various rules given in the A.A.C.R.—2 on various pages and further facilitates the work of students.

The author is a practising Librarian of long standing and had taught for sometime also. He is also author of five books and has contributed articles in journals. So, he knows his job very well.

I am sure, the present text, which is written in simple and expressive language keeping in mind the difficulties of students, will prove beneficial to them in their cataloguing practice of the code.

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Information Science
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PATIALA
11-12-1986

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—o —

Dedicated to
My Father

—o —

Preface

Mostly there are three codes which are followed in our libraries. These are as under :—

1. Classified Catalogue Code — Dr. Ranganathan.
2. A. L. A. Code/Anglo-American [Cataloguing Rules — American text & British text — 1967.
3. Anglo-American Cataloguing Rules — 1978 or A.A. C.R.—2.

In my previous book entitled "Practical Procedure of Cataloguing — 1974". I have tried to solve cataloguing problems through C.C.C. 5th edition and A.A.C.R.—1(1967). That work has been appreciated by working cataloguers, Librarians and students of Library Science.

The A.A.C.R.—2 has been published in 1978, my professional colleages, suggested me to write a practical work on A.A.C.R. —2. The structure and organisation of A.A.C.R.—2 has been changed as compared to A.A.C.R.—1.

We agree with the view that A.A.C.R.—1 has not failed to solve the current developments and seeking resolution of problems while A.A.C.R.—2 has introduced some changes and new directions that will lead to difference in bibliographic record and in the types and forms of heading at which it is displayed. The treatment of description, Corporate headings, uniform titles and fullness of names are instanced.

In this way A.A.C.R.—2 has a lot of changes as compared to A.A.C.R.—1. These changes are found in its organisation. Its rules have mnemonic value while A.A C.R.—1 has 272 rules in a one sequence and has no mnemonic value.

The A.A.C.R.—2 has nineteen chapters and four appendices. Chapter 1 in broad sense has the basic rules for all library materials. These basic rules have been applied on each type of material described from chapter 2 to 12. Each chapter except 1 deals with specific type of material.

Every chapter from 1 to 12 has further been divided into 11 points with the help of decimal system. e.g.

.O General rules.

.1 Title & Statement of responsibility area.

.2 Edition area.

.3 Type of Publication (GMD)

.4 Publication & distributor area.

.5 Physical description area.

.6 Series area.

.7 Note (s) area.

.8 ISBN or ISSN (Standard Number)

.9 Supplementary items.

.10 Items made up of several types of material.

Thus each chapter has mnemonic rule numbering structure. This fact has been admitted by the A.A.C.R.—2 in its instruction part I". The general chapter continues these rules that apply to all library materials e g. Rule 1.4C deals with the place of publication etc. and all subsequent chapters refer the user to that rule for guidance on that topic. Where type of material demands specific treatment of a certain element, the general chapter contains only brief guidances and the user of the rules will find specific guidance in the appropriate specific chapters e. g. 2.4C is concerned with the place of publication etc. for printed monographs, 3.4C is concerned with the place of publication etc. for cartographic materials, 4.4C is omitted, because the place of publication is not found in the manuscript. Rule 5.4C is concerned with place of publication for music, 6.4C is concerned with the place of publication for sound recordings, 7.4C is concerned with the place of publication for motion pictures and video recordings, 8.4C is concerned with the place of publication for graphic materials, 9.4C is concerned with the place of publication for machine-Readable Data file, 10.4C is concerned with the place of publication for three dimensional Artefacts and Realia, 11.4C is concerned with place of publication for microforms and 12,4C is concerned with place of publication for serials.

The Part II of A.A.C.R.—2 has six chapters, four appendices. The First Chapter of Part II bears No. 21. It deals with the choice of main entries and added entries. The chapter 22 deals with

Heading for persons (Personal author). The chapter 23 is concerned with geographic names (places), chapter 24 and 25 deal with corporate body and Uniform titles for legal materials etc. respectively. The chapter 26 deals with reference 'see' and 'see also' entries.

Appendix A is concerned with Capitalization. It provides the rules for capitalization for all types of entries. It covers the area from chapter 1 to 26 omitting chapter 14 to 20. It is a very important appendix. The appendices B, C & D deal with abbreviation numericals and definitions of technical, bibliographic and cataloguing terms respectively.

We have tried to solve some cataloguing problems through this work. The whole work has been divided into fourteen chapters.

1. Section AA : is devoted to the source of entry, body of the entry, Review of Rules of personal author (s) with examples according to A.A.C.R.—2.

2. Section AB : is devoted to the specimen entries of personal author (s).

3. Section BA : is devoted to the review of the rules of the Pseud. author (s) with examples according to A.A.C.R.—2.

4. Section BB : is devoted to the specimen entries of Pseud. author (s).

5. Section CA : deals with the review of the rules of Anonymous classics and sacred books with examples according to A.A.C.R.—2.

6. Section CB : deals with the specimen entries of Anonymous works and sacred books.

7. Section DA : deals with the review rules of the government (Corporate) as author with examples according to A.A.C.R.—2.

8. Section DB : deals with the specimen entries of Government (Corporate) as author (s)

9. Section EA : is devoted to the review rules of Institution/ Society with examples according to A.A.C.R.—2.

10. Section EB : is devoted to the specimen entries of corporate author—Institution/Society.

11. Section FA : is devoted to the review rules of the Conferences with example according to A.A.C.R.—2.

12. Section FB : is devoted to the specimen entries of corporate author/conferences.

13. Section GA : deals with the review rules of the periodicals/Serials with examples according to A.A.C.R.—2.

14. Section GB : deals with specimen entries of Periodicals/serials.

Special features of the book is the various specimen entries of various types of publications. An attempt has been made to provide large number of real as well as fictitious examples for presenting the uphill task for the working librarians and library science students etc. in a lucid form, so that they may have clear cut back-ground of the subject.

I have excluded the General Material designations from the main entries, however, I am giving here the general material designations. These are given in A.A.C.R.—2 under Rule 1.1C1.

British Agencies	*North American Agencies*
Cartographic Material	Map
	Globe
Graphic	Art original
	Chart
	filmstrip
	flash card
	picture
	slide
	technical drawing
	transparency
Machine-readable data file	Machine-readable data file
Manuscript	Manuscript
Microform	Microform
Motion picture	Motion picture
Multimedia	kit

Music	Music
object	diorama
	grame
	microscope slide
	model
	realia
Sound recording	sound recording
text	text
videorecording	videorecording

A.A.C.R.—2 recognises that many libraries no longer find it necessary to distinguish between the main entry and other entries but part II of the rules is still based upon the proposition that one main entry is made for each item described and that this is supplemented by added entries.

Each main entry in this work is followed by a tracing showing the heading for necessary added entries. The subject added entries and other added entries have been distinguished by Arabic numeral and Roman numerals i.e. 1. 2. 3. and I. II. III. etc. The tracing do not relate to any standard method of presentation but are simply given in a form which is considered to be the most suitable for this work—. *The added entries have been illustrated with the Unit Card System in this book.* Unit card provides a very simple way of preparing added entries of various kinds. The examples of added entries illustrating the various circumstances in which they should be made are also found in my work entitled "Practical Procedure of Cataloguing—1974 or Kaula Library Science Series No. 1."

After tracing, brief instructions are given of the problems involved in the cataloguing of the item concerned together with the numbers of the relevant rules which are illustrated. Many rules have been used repeatedly in formulating the examples though these are unnecessary and uneconomic.

I have taken all these examples from my previous work ' Practical Procedure of cataloguing – according to A.A C.R. I.—67 and C.C.C.—5th edition—1974" Only two examples No. 12 and 13 in Section GB are new.

I have taken the previous examples purposely because if any one wants to study Classified Catalogue Code—5th edition, A.A.C.R.—1 and A.A.C.R.—2, he can do so with the help of these two works.

Entry lay out of A.A.C.R.—2.

The lay out of each main entry follows a standard Pattern excluding GMD and ISBN (Standard Number) e.g.

Call No. (added)	HEADING
	Title/by statement of responsibility. — Editor. — GMD (type of publication). — Publication, distribution etc.
	Physical description.— (Series)
	Note (s).
Acc. No. (Added)	Standard Number (ISBN or ISSN)
	Tracing (Added by the Cataloguer)

The information given in each example is a maximum set i.e. third level of description of rule 1.0D of A.A.C.R.—2.

The heading of each entry is capitalised to bring it into prominence although A.A.C.R.—2 does not prohibit the use of lower case if preferred. Moreover no designation of function are required in the main entry heading but I have provided it in the main entry and added entries also, where these are needed.

It is true that A.A.C.R.—2 does not link description to a typed or printed 'card' format. The rules given the fact that the computer has enabled cataloguing agencies to produce variously formated records from one machine-readable data base.

It has been intended that this book will prove beneficial and easily intelligible to the students of library science, librarians and all other interested in the descipline. I welcome the suggestions from all quaters for its improvement. I regret some errors and ommissions etc in printing.

ACKNOWLEDGEMENTS

I acknowledge my indebtedness with a deep sense of gratitude to the following Associations and editors :—

The American Library Association, The British Library, The Canadian on Cataloguing, The Library Association London, The Library of Congress and editors, Michael Gorman and Paul W. Winkler on whose this book is based and have profusely quoted rules from the Anglo-American Cataloguing Rules 1978.

I sincerely owe a debt of gratitude to my revered teacher Professor P.N. Kaula, Retired Professor and Head, Department of Library Science, Banaras Hindu University and Emeritus F. Professor, Lucknow University for the encourgement that he has given me to write on various facts of Library Science. I have started a series (Kaula Library Science Series) on the completion of 50 years of dedicated life and 30 years of manifold services to the cause of Library and Information Science of my beloved teacher. In my second work I appealed to the followers and well-wishers of Professor P.N. Kaula to contribute their works to this series. My appeal has been accepted and two more books have been published under this series. This is the 6th book of the Series. "A.A.C.R.—2 Practice and theory." Fortunately the Library profession is also celebrating his (Professor Kaula's,) 61st birthday Felicitation this year. I will try my utmost to contribute more works to this series.

I sincerely express my gratitude to Dr. K. Navalani, Professor, Department of Library and Information Science, Punjabi University, Patiala for the foreword, She has written for this book.

I am specially grateful to Dr. U. S. Banga, Principal, Government College, Sangrur who has helped me to complete this work.

I am also thankful to Shri S.S. Sekhon and Shri Prem Seghal Librarians, for their co-operation given to me.

My thanks are also due to those authors and Publishers whose publication are used in this book for illustrations of various cataloguing problems.

I also thanks my publisher P. Uppal Publishers, 5204, A-1, Arora Street, Patiala.

Dated 20th December, 1986 **Om Parkash Uppal**

15774



SECTION : AA

ANGLO-AMERICAN CATALOGUING RULES SECOND EDITION—1978 SECOND PRINTING WITH CORRECTIONS 1980.

Source for Determining Entry

The entry for a work is normally based on the statements that appear on the title page or on any part of the work that is used as its substitute, but other statements that are openly expressed (e.g. on the cover; half title, verso of the title page, the caption title, or colophon) are also taken into account. Material that appears only in the preface introduction, or text enters into the determination of the main entry only when the information on the title page ,etc. is ambiguous or insufficient. Outside sources are used to assist in determining the entry when the work is published anonymously or when there is suspicion or evidence that the statements in the publication may be erroneous or fictitious.

General Principles : These are the general principles underlie the rules for entry.

1. Entry should be under Personal author/Corporate body (Personal author (s) means the person (s) or Composer (s) or Collaborator (s) or Compiler (s) or artist (s) or Photographer (s) or Corporate body (ies) etc. means Associations. Institutions, business firms, nonprofit enterprises, Governments, Government Agencies, Religious bodies, Local Churches and Conferences) on Principal author when one can be determined.

2. Entry should be under editor when there is no author or Principal author and when the editor is primarily responsible for the existence of the work.

3. Entry should be under title in the case of other works whose authorship is diffuse, indeterminate or unknown.

(*For more details see "Practical procedure of Cataloguing" By P Uppal Page 1*)

Author Entry : Personal Name

The author is the person responsible for the intellectual or artistic content of a work-for example writer ,composer, artist, Photographer, compiler

1. *Work of one author* : Enter a work by one author under the name of its author, Surname first in Capital letters, followed by Fore name in Lowercase. If the author does not use his surname, Enter the work by the author under forename in capital letters.

(*See A.20 for Cap. with 22.11A, 22.15A, 22.19 of A A C.R.-2*)

2. *Work of Shared authorship* : Enter a work by two or three authors under the name of first author mentioned on the title page, and also write the name of all authors in an author statement following the title. Only when necessary, made added entries under the names of the second and third authors.

(*See 21.6 of A.A.C.R -2*)

3. If there are more than three authors, enter the work under its title. (*See 21.6C2 of A.A.C.R.-2*)

4. *Collections and works produced under Editorial Direetion.*

1. Collections of independent works by various persons or bodies.

2. Works consisting contributions or bodies by various persons produced under Editorial direction.

3. Works consisting of partly of independent or Contribution produced under Editorial direction.

Enter such works under its title if it has a collective title. Make added entries under the heading for the compilers/editors if there are not more than three. If there are more than three compilers/editors make an added entry under the heading for the Principal compiler/editor or for the one named first. (*See 21.7 of A.A.C.R.-2*)

4. *Critical Editions, Translations, Adaptations*

Enter a Critical edition, a translation, revised enlarged or abridged or rearrangement etc. under the Heading appropriate to the original. If you feel necessary make an added entry for the editor, translator or reviser. (*See 21.9 of A.A.C.R.-2*)

Enter a work that is adapted or rewritten or version in a different literary form (e.g. novelization, dramatization) under

the name of its adapter. If the adapter is unknown, enter under title. Make an added entry for the original work. If there is a doubt for adaptation enter under the heading for the original work. (*See 21.10 of A.A.C.R.-2*)

Choice and form of Personal Name : Use the author's name as it is given on the title page. However, if the author uses the various form of names, use the better known form of his name, select the form by which he is best known. (*See 22.8 of A.A.-C.R.-2*)

Always use the same form of an auther's name. Thus Rabindra Nath Tagore's works should always be entered under TAGORE, Rabindra Nath, even though the name may appear on some title pages as R. N. Tagore or Rabindra Tagore etc. (*See 22.3C2 and 22.5 of A A.C.R.-2*)

Compound Surnames

Enter the compound surname under the element by which the person bears the name. (*See 22 5C2 of A.A.C.R.-2*)

Enter a compound surname under the first part of the name if a compound surname are regularly or occsionally hyphenated (—). Make a reference card from the second part of the compound surname. e.g. HAIG-BROWN, RODERRICK. (*See 22.5C3 to 22.5C5 of A.A C.R.*-2)

Surnames with Prefixes : Enter English Surnames with prefixes under the prefix. Do not make a name reference card from the form of name not used e.g. DE LA MARE, WALTER. (*See 22.5D1 of A.A.C.R.*-2)

For French surnames with prefixes consisting of an article or a contraction of an article and a preposition (*Le, La, Les, du, des*) enter under the prefix. However, if the prefix consists of preposition. or a preposition followed by an article, enter under the part of the name following the preposition. Make a name reference card if the entry is not under the prefix.

e.g. DES GRANGES, CHARLES, MARC.

LA FONTAINE, JEAN DE. Refer from De La Fontaine, Jean. (*See 22.5D1 of A.A.C.R.*-2)

Title as Main Entry

Enter a work by more than three authors under its title using the hanging indention form, in the author statement, which follows title, name only the first author mentioned on the title page followed by the phrase (*et al*). Make an added entry for the author named first on the title page. (*See* 21.*6C2 and* 21.*30B of A.A.C.R.*-2)

Body of the Entry Or Structure of Entry

Organization of the Description : The basic part of the description commonly called the "Body of the Entry or Structure of entry" is presented in the first Paragraph after the heading. It consists of the following elements in this order :—Title : Sub-title/ Author statement — Edition statement, — imprint. The author statement may be extended to name the person who prepared a work entered under a corporate body or a form heading (*See O 6, 1. OB of A.A.C.R.—2*)

The following elements may also be presented in the body of the entry between the auther statement and the imprint. if they are needed, if they can be stated succinctly; number of volumes, illustration statement, the statement naming the translation writer of the introduction of the work are presented in the body of the entry only if they are grammatically inseparable from other elements presented these or if separation would require repetition of the data in the body of the entry.

The second paragraph consists of the collation and series statement Any further description that may be necessary is presented in as many succeeding paragraph as necessary. The third paragraph consists of the tracing only. (Tracing is not clearly described in the A.A.C.R.—2) (*See 1.OB and 1.OD of A.A C.R.—2*)

Description of the Entry

1. Title proper (*Equal sign*) *Parallel title* : Other title information; transcribe the title exactly as it appears on the title page, general material information in square bracket. If there is a parallel title and other title information, it is also transcribed as it appears on the title page and in separated from the title

from parallel title equal sign (=) and other title information by colon sign (:) from the title proper. (*See 1.1B, 1.0D2 and 1.1A1, 2.1 to 2.1E1 of A.A.C.R.—2*)

2. *Author statement*:—The name of the author is repeated in the body of the entry only if the name used as the main entry is not recognizably the same as that found on the title page. (See 1 9D1 of A A.C.R.—2) In works of shared authorship, if there are two or three authors, name them in the author statement. If there are more than three authors, write the name only the first author mentioned on the title page or principal author followed by the phrase within square brackets (*et al*) to indicate the omission.

When repeated in the title group, the author's name is transcribed exactly from the title page omitting titles of address and degrees. The author statement is separated from the title by a diagonal slash (overleaf) (/ by). The 2nd and third authors statement is separated by semicolon (;). The name of the author is not repeated in the body of the entry if the name used as the main entry is recognizable the same as that found on the title page. (*See 1.0D8,1.0 2,1.1F,1 1A1,2.1F to 2.10G2 of A.A.C R.—2*)

Edition Statement : Information concerning edition is usually found on the title page, or on the back of the title page or in the preface, Edition statement other than first edition is always given on the catalogue card in a separate sentence followed by the title or author statement. The edition statement should be preceded by a full stop, space, dash, space e. g. (. —) and subsequent edition statement by a comma. If statement of responsibility followed an edition or subsequent edition by a diagonal slash (overleaf) and each subsequent statement of responsibility precede by a semicolon. (*See 1.0D, 1.1F, 1.2A1 to 1.2E and 2 2 to 2.2B1 of A.A C.R.—2*)

Editor/Compiler Statement: If the editor/compiler is given with the auth or (s) it should be written after the edition statement and it is separated from the edition statement by a diagonal slash if it should be written after the author it is separated from the author by a semicolon symbol, (*See 1.0D2, 1.2E1 and 2.1F3 of A A C.R.—2*)

Translator and Illustrator statement: The name of a trans-

lator statement is given in the body of the entry only and the reader is likely to look for the work under that name (s). The information is given after the editor/compiler with a connecting symbol semicolon (;). (*See 1.0D2 and 2.F3 of A A C.R.—2*)

Imprint ; The imprint normally consist of the place of publication, the publisher and the year of publication The information is given in a separate sentence following the author, edition, translation, illustrator statement as the case may be. It should be preceded by a full stop, space dash, space (. —) (*See 1.4, 1.4A and 2.4 to 2.4G2 of A.A.C.R.—2*)

Place of Publication : The place of publication is given in the body of the entry. It is found on the title page or back of the title page. It is given in a separate sentence following a full stop, space, dash, space.

e. g.—London; Delhi :

Works with more than one place and publisher :—A work that gives indication of being published in several places by one publisher or by several publisher is generally described in the catalogue entry by an imprint consisting of the first named place of publication and the corresponding publisher. If however, a place of publisher that is not the first named is distinguishable by type of position or otherwise, as the actual or principal place or publisher, is given in the catalogue entry, in this case the first-named place or publisher is omitted. The decision is not normally to be influenced by the place of printing. If any subsequent place or name is distinguished by the layout of the source of information as the Principal publisher etc., add that place and name. This thing should be adopted if item issued in more than one physical part.

If a place of the country with cataloguing agency with or without a corresponding publisher etc. is in a secondary position, add the information relating to it.

e. g. Bombay; London : Mcgraw-Hill.

(For a cataloguing agency in the United Kingdom)

(*See 1.4A1, 1.4B and 2.4C to 2.4D1 of A.A.C.R.—2*)

Publisher : The name of the publisher is given in abbreviated form. The authorised abbreviations of Publisher's name are

names. (*See 1.4D2, 1.4D & 2.4D1 to 2.4E1 of A.A.C.R.—2*)

Date : The date of publication, distribution etc. of the edition may be entered. If there is no edition statement, give the date of the first edition. Give dates in Indo-Arabic numerals. If the date of publication differs from the date of distribution, add the date of distribution. Give the data (s) after the name (s) of the publisher in Square brackets. If no date of publication, distribution etc., copyright date or date of manufacture can be assigned. Give an approximate date of publication.

e.g Delhi : Vikas, 1980 [distributed 1982].

Moga : D.P. Publisher, 1978; Ludhiana : Lyall Book Depot [distributor], 1981

[1972 ?] (*See 1.4F, 1.4F1 to 1.4F8 and 2.4F1 of A.A.C.R.-2*)

Collation : If collation of the catalogue's description of the physical work and consists of statement of the extent of the work in pages, volumes or volumes and pages. The important illustrative matters and size and series note in square bracket. The general aims of a collation statement are (i) to present a picture of the physical characteristics of the work and telling him something of its nature (ii) to assist in showing him various editions of a work differ from eaeh other and (iii) to ensure that all those parts of a work are described which would be retained in the binding or rebinding of the work. The terms used are those for which accepted definitions available rather than those of the author or publisher. If there is any conflict between the two.

Paging : In recording the number of pages, leaves etc. the indication in the work (whether Roman or Arabic numbers or letters) is follow. In describing a work with pages, lettered rather than numbered the inclusive letters are specified e g. a-z, A-Z, pages or leaves numbered in words, or in characters other than Arabic or Roman are designated in the collation in Arabic figures. (*See 1.5A1 and 1.5B2 of A.A.C.R.-2*)

Unpaged work : Work in one volume printed without pagination or foliation is described as 1v.

Illustration Statement : Indicate that a work contains illustrative matter by the abbreviation 'ill' which covers any type of illustration coloured or black and white including charts, drawings,

facsimiles, forms genealogical tables, maps, music, plans plates, portraits, pictures, photographs engravings, frantispiece, Although 'ill.' covers maps if the work includes only maps or the maps are significant, they should be indicated by map or maps. If the illustrative matters is very minor, illustration statement may be omitted.

Illustrations in pocket : Illustrative matter, issued in a pocket inside the cover of a work is mentioned in the collation and its location designate. The number of separate pieces is generally specified e.g. 3 charts (pocket) or ill. maps (pocket). The pagination and ill should be separated by colon (:) (*See 1.5A1, 1.5D1, 1.5E1, 2 5 to 2.5C8 and B.9 of A.A.C.R-2*).

Size : The size of the work is included in the catalogue main entry as an aid in finding the work on the shelves and as an aid to the user of the catalague in selecting a desirable edition. It also serves the reader who wishes to borrow the work through interlibrary loan or who wishes to order a photocopy of the work or a part of it.

The height of the work is given in centimeters exact to within one centimeter, fractions of a centimeters being counted as a full centimeter.

The width of the work is also specified if it is less than half the height. The size is given first in the following form : 20 x 3 cm or 20 x 32 cm. Precede the dimension or size area by a semicolon. (*See 1.5A1,1.5D1,1.5E1,2.5D to 2.5D5 of A.A. C R.—2*)

Series Statement : A series consists of a number of separate works issued in succession by the same publisher in uniform style under a collective title. The collective title of the series generally appears on the title page, or on the half title page ; or on the cover of each work in the series. When a series is related in subject matter, it is called a subject series. A subject series is always noted in a series statement on the cotalogue card. The title of the subject series is transcribed from the work and is given in paranthesis and if it is taken from out side source it will be enclosed in square brackets after size statement. In such cases, select one form of the title and use it consistently. The subtitle of a series is omitted unless it is necessary for indenti-

fication.

If the separate works in a series are numbered, the number of the work is also given in the bracket following the series statement.

If the series edition is given with series, it should be written after the series statement in the paranthesis. There is no clear rule for authorship/editor for series. (*See 1.6, 1.6A1 to 1.6J, 2.6 to 2.6B1 of A.A.C R.-2*)

Contents Note : A note appearing after the catalogue entry giving the headings of the chapters, parts or volumes. In a descriptive bibliography it will indicate what is printed on each page including in the collation by gatherings.

A contents or partial contents note is used to give the contents of a work having a collective title and containing several items by several authors. A contents note is also given for works in several volumes to indicate the title of each volume, or the different works in each volume.

A contents note is generally useful in collection of biographies, or essays or different subjects collection. It is not given for collections of very short items such as poetry, short stories etc. Partial contents may be used to bring out selected items that are important.

Position: Start each note by a full stop, space, dash, space or a new paragraph for each.

Generally after the collation, leave one line blank and give the contents note in paragraph form, introduced by the work, Contents or Partial contents. If a work produced by several authors the name of the title follows the author if given in the contents.

Notes etc. Notes may be added to a catalogue card to supplement information given in the body of the card. (*See 2.7 to 2.7B21 and 1.7 to 1.7B21 of A.A.C.R.-2*)

Standard Number : A.A.C.R.-2 provides the International Standard Number for books and serials in the card after the notes paragraph. It is not provided in the Indian libraries. (*See 1.8 and 2.8 of A.A.C.R.-2*)

Tracing : Each catalogue entry includes a record or tracing

of all the econdary entries that are to be made for the work. These include the entries under subject headings, entries for joint authors, editors, translators and others who have a responsibility for the work. The entry for the title, alternative or partial title (if the work is likely to be known by it) and entry for the series (if an approach under the name of the series is to be provided, for the work) is also provided in the tracing. It should be given in a single paragraph. The subject headings are numbered in Arabic numerals followed by the others secondary entries numbered with Roman numerals except for the series entry which is unnumbered and enclosed in parantheses. It is given as Rule 151 of A A C.R -1. The A.A.C.R.-2 has not given any direction about the tracing statement rendered in the main entry. Only definition of tracing is given in the A.A.C R.-2.

Added entry

A secondary catalogue entry i.e. any other than the main entry. The added entry is formed from the main entry. The added entry is formed from the main entry by the ommission of all or part of the collation, contents note, tracing and sometimes of imprint, subtitle and the addition of an appropriate heading (if these are made by hand) (See 21.29 F of A.A.C.R.—2) Added entries may be made for author, editor, translator, title, subjects, series, illustrator, etc., and in the case of music, for arranger, libertist, title medium form, etc additionally. (See 21.29, 21.30 of A.A C.R.—2)

If the main entry (catalogue) is printed. Write the added entry Headings only on the main entry cards. I have also followed this procedure in this text (book). (*See 0.5 of A.A.C.R.—2*)

Make an added entry under any person or corporate body associated with the publication if it is believed that some catalogue users might reasonably consider the person or body to the primarily responsible for it. Added entries are particularly important whenever the main entry is under a corporate body, under a special heading denoting the form of the material or under title. (*See 21.30 of A.A.C.R.—2*)

Collaborators: If the main entry is under one of the two or three collaborating authors, editors or compilers, make added

entries for the others. In the case of collaborating persons, make added entries for all the three if main entry is under corporate body, editor or title. (*See 21.30B of A.A.C.R.—2*)

Writer: Make an added entry under an openly named writer of a work when another person or a corporate body has principal responsibility for it. (*See 21.30C of A A.C.R.—2*)

Editors and Compilers: Make an added entry under an openly named editor or compiler when the main entry is not under the name of a person. If the work is a serial; make the added entry only (if the serial is likely to be known by the editor's name) If the work is entered under the name of a person, make an added entry for an editor. If he has added significant material or if the work has been issued in many editions with different editors. (*See 21 30D of A A.C.R.—2*)

Translators: Make an added entry under a translator when the main entry is not under the name of a person if such an entry may be needed is an approach to the publication. If the main entry is under the name of a person, make an added entry under translator, if the translation is in verse or if the works has been translated into the same language by many different translators. (*See 21.14A and 21.30K1 af A.A.C.R.—2*)

Illustrators: Make an added entry under an illustrator if his contribution is considered to be an important feature of the publication. (*See 21.30K2 of A.A.C.R.—2*)

Initials and abbreviation of name: If the only clue to a person's name is the appearance in the publications of initials or abbreviations of the name, make two added entries: one in direct order, and one transposed to bring the supposed initial or abbreviation of his surname into the first position (Reference). (*See 22.10, 26.2B2, 26.2B4, 22.19B, 1.1B6 of A.A.C.R.—2*)

We should note that added entry is an entry other than thc main entry. It is a duplicate of a main entry with the addition of a heading for subject, editor, joint author editor, translator, illustrator etc. the contents note and tracing are not repeated in the added entries generally if they are hand made, collation is also not repeated in the added entries except subject added entry. The author statement, imprint, collation, contents note and tracing are not repeated in the title and series added entries. The

see my book entitled "Practical procedure of Cataloguing—1974". In this book I have followed the method of card system which has been taught in all the schools of library Science of Indian Universities generally.

Subject added entry : Subject entries are made for each subject discussed at some length in a work. One or more subject entries are normally made for each work. If more than four subject headings seem to be required, one comprehensive subject heading is usually preferred.

Subjects are shown by using names, works or phrases as heading. Subject heading always use exactly the same terminology which is designate for a particular subject. The form to be used as a subject heading should be established from a standard list of subject headings (Sears List of Subject Headings).

Name added entry : An added entry is made for a joint author, editor, compiler, translator, illustrator and reviser etc. only when it seems likely that a reader will look for a work under that name. (*21 30 of A.A.C.R.—2*)

Title added entry : A title added entry is normally made for each work. The heading for a title added entry is the short title of the work. i. e. The title omitting an alternative title additional title or subtitle. (*See 21.30G and 21.30J of A.A.C.R.—2*)

Series Added entry : A series statement for a subject series should always be given on the catalogue card. Make a series added entry only if it will be useful to the reader or the librarian for tracing the said work. (*See 21.30*L *of A.A.R.C R.—2*)

Analytical entry : When it is useful to draw attention to a part or parts of a work, analytical entires are made for such parts. Analytical entries are used most often for parts of collation, compilation, or composite work. Analytical entries are prepared under author, title and subject. (*See 21.30M of A.A.C.R.—2*)

helf List card : It is prepared just like the main entry. In addition to it, Shelf-list card records the accession number of each copy of the work represented by the catalogue. If several copies of the work are acquired the accession numbers for these copies should be recorded on the same card.

The contents note are not generally written in the Shelf list

SECTION A B

SPECIMEN ENTRIES OF PERSONAL AUTHORS

1. Principles of/Cost Accounting/ C. D, Walker. B. Sc. (Econ.) A C.W.A., A.C.I.S./Principal Leeturer in Accountancy/ North : East, London Polytechnic/Macdonald and Evans Ltd./ John Street, London/1970.

Call No. 657.42 LO X : 8K'N7 Pages 358
First Edition. Size 24 cm. xvi P.P. Acc. 5432

657.42 WALKER. C. D.

LO	Walker	Principles of Cost Accountancy/by C.D. — London : Macdonald and Evans, 1970. xvi, 368p.; 24 cm.
5432		1. Cost Accounting. I. Title.

Instructions : Title transcribed from Chief source of information (i.e. the Title page-Rule 2.0B1) exactly as to order, wording and spelling, but not necessarily as to punctuation-Rule 1.1B1 and 2.1B1. First word only of Title Capitalised-App. A.4A. Title statement followed by statement of responsibility-Rule 1.1F1 and 2.1F1 and statement of responsibility preceded by diagonal slash-Rule 1.1A1. Academic degrees omitted-Rule 1.1F7. Publication area contains : Place of publication-Rule 1.4C1 and 2.4C1. Name of publisher-Rule 1.4D1 and 2.4D1, and date of publication which as there is no edition statement is the date of the first edition-Rule 1.4F1 and 2.4F1. Publisher is preceded by a colon and date by a comma-Rule 1.4A1. Pagination of each sequence recorded-Rule 2.5B2 Dimension given-Rule 1.5D1. For books this is the height in (Physical) centimeters to the next whole centimeter up-Rule 2.5D1 Dimensions preceded by a semicolon-Rule 1.5A1. There is no rule of Call number. It may be written as your library has the practice. General Rules and Instructions : Entry under personal author heading i.e. the writer of the book-Rule 21.1A1, 21.1A2 and 21.4A. Name by which person is commonly known chosen as basis for the heading-Rule 22.1A. Entry element selected is that part of the name under which the person would normally be listed in authoritative alphabetic lists in his or her language or country-22.4A. Name containing surname entered under surname-Rule 22.5A.

If the entry element is not the first element of the name, it is transposed and the entry element is followed by a comma-Rnle 22.4B3.

Note : Each main entry is followed by a tracing showing the headings for any necessary added entries. These tracings do not relate to any standard method of presentation but are simply given in a form which we consider to be the most suitable for this book.

A.A.C.R.—2 is based upon the proposition that one main entry is made for each item described and that this is supplemented by added entries. An added entry is defined an entry additional to the main entry, by which an item is represented in a catalogue e. g. a secondary entry. Tracing have been given. Heading of the added entries have also been defined with the main entry with the remarks same as main entry." Added entries vary from library to library. Procedure followed by many Indian libraries and adopted by A.L.A. and A.A.C.R,—1 see my first book "Kaula Library Science series No. 1 or Practical Procedure of Cataloguing ; according to AA.C.R.—67 and C.C.C, 5th ed.

A.A.C.R.—2 also recognises that many libraries have adopted the alternative heading method. These libraries are recommended to use Chapter 21 as guidance in determining all the entries required in particular instances, My first book entitled "Practical Procedure of Cataloguing—1974" may consult for this purpose.

		COST ACCOUNTING.
657.42	WAL	KER, C D.
LO		Same as main entry.
		PRINCIPLES of Cost Accounting.
657.42	WALK	ER, C. D.
LO		Same as main entry .

2. **Title Page :**

Theoretical Structural/Metallurgy/by/A.N. Cattrell/second edition/1964/English language society/London/New York.

Class No. F191 Book No. K4 ACC. No. 4321 pages xii, 251 size 22 cm Illustration are also in the book. Author is responsible of Ed.

F 191	CATTRELL, A. N.	
K 4	A.N	Theoretical structural Metallurgy.— 2nd. ed./by Cattrell.— London; NewYork:English Language Society, 1964.
		xii, 251p. : ill.; 22cm.
4321		1. Metallegraphy. I. Title.

Instructions : Author is responsible for edition. His name is therefore transcribed after the edition statement-Rule 1.2C1. Used numerals in place of words-Rule 1.2B1. Book has illustrations-Rule 2.5C6. Other physical details in this case, statement of illustration, content, preceded by colon-Rule 1.5A1. When several places of publication are named on the title page, the first is always recorded and if there is not in the same country as the cataloguing agency, it is followed by the first of any subsequent places that are 1.4C5. Connecting symbol for place is semicolon.

		METALLEGRAPHY
F 191	CAT	TRELL, A. N.
K 4		Same as main entry.

		THEORETICAL Structural Metallurgy.
F 191	CAT	TRELL, A. N.
K 4		Same as main entry.

3. Title Page :

LIBRARY AND INFORMATION SERVICES FOR MANAGEMENT

Paper presented at a short course held at the school of Librarianship and Information work at Liverpool College of Commerce in December 1967.

Edited by K. B. Bakewell FLA Ambim

Back of the title page

First published 1968 by Clive Bingley Ltd.
16 Pembridge Road London WII

Copyright 1968.

Call No. 2 : 70k8 K8 Acc. No. 1841
Size 24cm. Pages 130

2:70k8	BAKE	WELL, K. B., ed.
K8	gement/ 1968.	Library and Information Service for Mana- edited by K. B. BakeWell.—London : Bingley, 130p. : 24cm.
1841	-Refere	1. Libraries–Administration. 2. Libraries nce Service. I. Title.

Instructions : Entry under Editor statement-Rule 21,1A1. Degination for Editor as 'ed'.-Rule 21.0D.of A.A.C.R.-2 describes the title page means two facing pages or on pages on successive leaves with or without repitition, treat these pages as the title page-Rule 2.0B1. Date of publication statement-Rule 1.4F and 2.4F. If name of publisher appears in recognisable form in title or statement of responsibility area, it is given in shortened form in publication area-Rule 1,4D4.

Note : Added entries may be prepared.

4. Title Page :

DOCUMENTATION GENESIS AND DEVELOPMENT/ S.R. RANGANATHAN/National Research Professor in Library Science and Honorary Professor/Documentation Research and Training Centre Bangalore/VIKAS PUBLISHING HOUSE PVT. LTD./Delhi, London.

Back of the title page

Shiyali Ramamritam Ranganathan (1892-1972)
Copyright 1973 Sarada Ranganathan Endowment for Library Science

Page 310 Edition 1 1973 Class No. 2 : 97 'N 73
Size 23 cm. Book No. L 3 Acc. No, 14236

2:97'N73	RANG	ANATHAN, S.R.
L3		Documentation; genesis and development/by
	S.R. Ra	nganathan.— Delhi;London:Vikas, 1973.
		310p.; 23cm. — (Sarada Ranganathan
	Endow	ment for Library Science Series)
14236		1. Information storage and Retrieval Systems.
	I. Title	(Series)

Instructions : If the name of publisher appears in recognisable form in title or statement of responsibility area, it is given in shortened form in publication area-Rule 1.4D4. If the series appear it should be given in parentheses after the size of the document. This area starts by a full stop, space, dash, space series statement in parenthesis-Rule 10.6A1, 1.6 and 3.6A1, 3.6B. For dates of birth and death-Rule 22.18 of A.A.C.R.-2.

		INFORMATION STORAGE AND RETRIEVAL SYSTEMS
2:97'N73	RANG	ANATHAN, S. R.
L3		Same as in main entry.

		DOCUMENTATION; Genesis and Development.
2:97'N73	RANG	ANATHAN, S. R.
L3		Same as in main entry.

Instructions : For Capitalization of title statement-Rule A.4 to A.4D.

		SARADA Ranganathan Endowment for Libray Science Series.
2:97'N73	RANG	ANATHAN, S. R.
L 3		Same as in main entry.

Instructions : For Series statement for heading-and for added entries-Rule 21.30L and for Capitalization-App. A. 9 to A.9B of A.A.C.R.-2.

Note : Addition for dates of birth and death etc. for personal author statement is not essential for each entry-Rule 22.18 of A.A.C.R.-2.

5. Title Page

LIBRARY CLASSIFICATION

EVOLUTION OF DYNAMIC THEORY

R. S. PARKHI

Author of DECIMAL CLASSIFICATION AND COLON CLASSIFICATION IN PERSPECTIVE AND Retired Librarian Gerguson College Poona.

VIKAS PUBLISHING HOUSE PVT. LTD. DELHI, BOMBAY, BANGALORE, KANPUR, LONDON.

Back of the title page

RAGHUNATH SHATANAND PARKHI1901—1968

© 1972 Sarada Ranganathan Endowment for Library Science Series, Edition 1 1972.

Class No. 2 : 51 Size 18 cm. Pages 222 p.

Book No. L 2 Acc. No. 1431

2:51	PARK	HI, Raghunath Shatanand, 1901-1968
L 2	theory/	Library Classification; evolution of dynamic by Raghunath Shatanand Parkhi. — Delhi;
	London	: Vikas, 1972.
	ment	222p.; 18cm. — (Sarada Ranganathan Endow- for Library Science Series).
1431		1. Classification — Books. I. Title (Series)

Instructions : For the years of birth and death etc.-Rule 22.18. If both years known, write down after the personal name. If the year of birth is known only, write down it only. These dates are needed to individualize persons of same names e.g.

GURCHARN SINGH , 1933 --
GURCHARN SINGH , 1938 --
GURCHARN SINGH , 1935--1986.

		CLASSIFICATION— BOOKS
2:51	PARK	HI, Raghunath Shatanand, 1901-1968
L 2		Same as main entry.
		LIBRARY Classification
2:51	PARK	HI, Raghunath Shatanand, 1901-1968
L 2		Same as main entry.
		SARADA Ranganathan Endowment for Library Science Series.
2:51	PARK	HI, Ranghunath Shatanand, 1901-1968.
L-2		Same as main entry.

Instructions : For Series Heading Cap. See App. A-9 of A.A.C.R.-2.

6. Title Page

STATISTICAL INFERENCE
by
HELEN M. WALKER
and
EDITED BY
JOSEPH LEV
OXFORD & I. B. H. PUB. CO, CALCUTTA.
1965.

Page 510 Size 24 cm.

Call No. B 28 K 5

Acc. No. 5678

B 28	WALKER, Helen M.	
K 5	edited 1965.	Statistical inference/by Helen M. Walker; by Joseph Lev. — Calcutta : Oxford & I.B.H., xi,510p. ;24cm.
		1. Statistics. I. Lev, Joseph,ed. II. Title.

Instructions : Work produced under editorial direction but single personal authorship-Rule 21.1A2 and 21.4A.

		LEV, Joseph,ed.
B28	WALKER, Helen M.	
K5		Same as main entry.

Instructions : For editor abbraviation-Rule 21.0D of A.A.C.R.-2

		STATISTICAL Inference.
B 28	WALKER, Helen M.	
K 5		Same as main entry.

7. Title Page

PHYSICAL CHEMISTRY
By
A. J. MEE AND EDITED BY J. C. SPEAKMAN.

Pages xix, 719 four illustrations
Size 24cm. Edition 6

Call No. 541.3 M49 Accession No. 1313
Published by E.L.B.S. London, 1962.

541.3	MEE, A. J.	
M 49	J.C. Speakman.	Physical Chemistry/by A. J. Mee; edited by — 6th ed. — London : E.L.B.S., 1962. xix, 719p.: 4 ill.; 24cm.
	II.	1. Chemistry, Physical, I. Speakman, J. C., ed. Title.

Instructions : For statement of publication—Rule 1.4D2 for shortest form. Edition statement relating to the 6th edition—Rule 2.2B1 and 2.2D1.

		CHEMISTRY, PHYSICAL.
541.3	MEE,	A J.
M 49		Same as main entry.
		SPEAKMAN, J. C., ed.
541 3	MEE,	A. J.
M 49		Same as main entry.

Instruction : Abbreviation designation for editor—Rule 21.0D

		PHYSICAL Chemistry.
541.3	MEE.	A J
M 49		Same as main entry.

8. Title Page

INTRODUCTRY MYCOLOGY

BY

C. J. ALEXOPOULOS

ILLUSTRATED BY SUNG HUANG SUN

SECOND EDITION

JOHN WILEY AND SONS NEWYORK. 1962

Pages xvii, 613 Size 24 cm.

Call No. I 23 K 2 Accession No. 56789

I23	ALEX	OPOULOS, C. J.
K 2	Alexop	Introductry Mycology. — 2nd ed./by C. J. oulos; illustrated by Sung Huang Sun. — New
	York :	John Wiley, 1962.
		xvii, 613p. : ill.; 24cm.
56789		1. Fungi. I. Sung Huang Sun, ill. II. Title.

Instructions: The text for which artist has produced illustrations entered under the heading suitable to the text—Rule 21.11A. Added entry under illustrator for illustrations are considered an essential feature or work—Rule 21.30K2(c). Abbreviation designation for tracing — Rule 21.0D and abbreviation for collation — Rule — App. B.9.

		FUNGI
I23	ALEX	OPOULOS, C. J.
K 2		Same as main entry.
		SUNG HUANG SUN, ill.
I23	ALEX	OPOULOS, C. J.
K 2		Same as main entry.
		INTRODUCTRY Mycology
I23	ALEX	OPOULOS, C. J.
K 2		Same as main entry.

9. Title Page

CHOWKHAMBA SANSKRIT SERIES OR VARANASI
SANSKRIT GRANTHAMALA 25
ABHIGYAN SHAKUNTALAM
OF KALIDAS
With translation into English verse and notes by
H. K. COOPER
Chowkhamba Sanskrit Series Office Varanasi 1962

Half title Page

Call No. 015,1D40, 3 K2
Accession No. 14567 Pages 249 Size 24cm.

015,1D40,3	KALID	AS.
K 2		Abhigyan Shakuntalam of Kalidas; with translation into English verse and notes/by H. V. Cooper. — Varanasi: Chowkhamaba, 1962.
14567		249p.;24cm. — (Chowkhamba Sanskrit Series or Varanasi Sanskrit Granthmala; no. 25)

Note : The name of the author may not be repeated in the body of the entry as it is a forename.

Subject and title entries and tracing may be prepared as usual.

Instruction : Translated work entered under heading responsible to the original—Rule 21.14A. It is well established Sanskrit form of name—Rule 22.3B3. Well established Sanskrit title as uniform title for work originally written in classical Sanskrit—Rule 25.4B Added entry under heading for translator, because work has been translated into the other language—Rule 21.30K1(e). Punctuation for series. — Rule 1.6A1 and 2.6A1 read with 1.6J. If there is numbering within series—Rule 1.6G1. For series numeric—Rule 1.6H2 and 2.6B1. Only one series entry is to be prepared in such cases, under alternative name of series a Reference is to be prepared. The name of the author may be continued in the body of the entry as it is mixed with the title. Any information supplied from other sources enclose in square bracket within the parenthesis enclosing each series statement. — Rule 1.6A2.

		COOPER, H. K., tr.
015,1D40,3	KALID	AS.
K 2		Same as main entry.

Note : For abbreviation of translator statement—Appendix. B.9

		CHOWKHAMBA Sanskrit Series or Varanasi Sanskrit Granthmala.
015,1D40,3	KALID	AS.
K 2		Same as main entry,
		Note : Added entry under the heading for series statement — Rule 21.30L

10. Title Page

INTEGRAL EQUATIONS AND THEIR APPLICATIONS TO CERTAIN PROBLEMS IN MECHANICS, MATHEMATICAL PHYSICS AND TECHNOLOGY

BY

S. R. Mikhlin

and translated from Russian by A. H. Armstrong.
Paragamon Press, LONDON.

Verso of the title page

Second edition Copyright 1957

Pages xiii, 388p. Acc. No. 6769

Call No. B33.5 J7

Subtitle : International Series of Monographs in Pure and Applied Mathematics edited by I. N. Sneddon.4

B33.5	MIKHLIN, S. R.
J7	Integral equations and their applications to certain problems in Mechanics; Mathematical Physics and Technology. — 2nd ed./by S. R. Mikhlin; translated by A. H. Armstrong. — London; Peragamon Press, 1957.
6769	xiii, 388p.;24cm. — (International Series of Monographs in Pure and Applied Mathematics/edited by I. N. Sneddon; 4)
	1. Equations, Theory of. I. Armstrong, A.H., II. Title. (Series).

Instructions : Title of series and numbering within series should also be recorded as they appear in the item. —Rule 1.1B1, 1.6B1 and 2.6B1. Numbering within a series is preceded by a semicolon — Rule 1.6A1 and 2.6A1. There is no clear rule but for authorship/editor of series. — Rule 1.1F. However the examples at 1.6E1 and 2.6B1 suggest that the correct thing is show alone. Reference entry for series author/editor may be prepared.

	ARMSTRONG, A. H., tr.
B 33.5	MIKHLIN, S R.
J7	Same as main entry.

	INTEGRAL Equations [etc.]
B33.5	MIKHLIN, S. R.
J7	Same as main entry.

INTERNATIONAL Series of Monographs in Pure and Applied Mathematics; no. 4

B33 5 | MIKHLIN, S. R.

J7 | Same as main entry.

Instructions : For Series added entry heading statement—21.30L

THEORY OF EQUATIONS

See

EQUATIONS, THEORY OF

SNEDDON, I. N., ed.

See

INTERNATIONAL Series of Monographs in Pure and Applied Mathematics.

Title Page 11 :

LIBRARY CLASSIFICATION

By

B. Sengupta, M.A., LL.B., Dip. L.Sc.

Ex-Librarian & Director, Institute of Library Science Burdwan University (Formelly, Deputy Librarian, National Library).

and

A. K. Ohdedar, M.A., B.Sc., Ph.D., Dip. Lib. Sc.

Chief Librarian, Jadavpur University, Calcutta.

Calcutta

The world Press Private Ltd.

Back of the Title Page.

© 1971. The World Press Private Ltd.

Call No. 2 : 51 L1 Benoyendra Sengupta, 1910—
Aditya Kumar Ohdedar, 1919—

Pages 275 Size 24 cm. Acc. No. 5124

First published : August, 1971.

2 : 51 | SENGUPTA, B.,1910—

L1 | Sen Gupta and Aditya Kumar Ohdedar.— Calcutta : World Press, 1971.
275p. : 24 cm.

1. Classification—Books. I. Ohdedar, A.K., Jt. author. II. Title.

Instructions : Principal responsibility not indicated on Chief source of information, so entry is under heading for first named person—Rule 21.6C1 Entry is under the name by which is generally known—Rule 22.1A. Added entry may be made under other author--Rule 21.29C and 21.30A. & 21.30B.

OHDEDAR, A. K., Joint author.

2:51 | SENGUPTA, B., 1910—

L1 | Same as main entry.

CLASSIFICATION—BOOKS

2:51 | SENGUPTA, B., 1910—

L 1 | Same as main entry.

LIBRARY CLASSIFICATION

See

CLASSIFICATION—BOOKS

Title Page 12 :

ECONOMIC GEOGRAPHY OF INDIA

By

Former Professor of Geography, University of Allahabad

and

BALBIR SINGH NEGI

KITAB MAHAL ALLAHABAD

1972 Fourteenth Edition, 1972.

Pages 750 Size 24cm. Call No. U6.44'N39 L2

U6.44'N39	DUBEY,	R.N.
L2	by R. N. Dubey and B. S. Negi. — Allahabad : Kitab Mahal,	Economic Geography of India. — 14th ed. 1972.
		750p. ; 24cm.
	Jt. author.	1. Geography, Commercial. I. Negi, B.S., II. Title.

Instructions : for shared authorship--Rule 21.6C. Edition Abbreviation - App.B.4. Cap. -- App. -- A.5 and for arabic numeral for edition statement -- App. C.1C. For responsibility relating to the edition -- Rule 2.2 and 2.2B1.

		GEOGRAPHY, COMMERCIAL
U6.44'N39	DUBEY,	R. N.
L2		Same as main entry.
		NEGI, B.S., joint author
U6.44'N39	DUBEY,	R. N.
L2		Same as main entry.
		ECONOMIC Geography of India.
U6.44'N39	DUBEY,	R. N.
L2		Same as main entry.

Title Page : 13

THE CORRESPONDENCE BETWEEN MAULANA ABUL KALAM AZAD
AND
MAHATMA M. K. GANDHI
EDITED BY MAHADEV DESAI
PUBLISHED BY
KITAB MAHAL ALLAHABAD
1947

Pages 423 Size 24cm. Call No. V44'N4 I7

V44'N4	AZAD,	Abul Kalam.
I 7		[Letter]
	Kalam A Kalam A Desai.	The Correspondence between Maulana Abul zad and Mahatma M.K. Gandhi by [Abul zad and M.K. Gandhi]; edited by Mahadev — Allahabad; Kitab Mahal, 1947
		423p. ; 24cm.
		1. Letters. I. Gandhi, M.K., jt. author. II. Desai, Mahadev, ed.

Instructions : For statement of responsibility area and Square bracket --- Rule 1.1A2, 1.1F and 1.1F5. For correspondence of shared responsibility --- Rule 21.6A(3). Responsibility shared between two persons --- Principal responsibility not attributed to anyone. Main entry under first named with added entry for other --- Rule 21.6C1

		LETTERS
V44'N4	AZAD,	Abul Kalam.
I7		Same as main entry.
		GANDHI, M.K., joint author.
V44'N4	AZAD,	Abul, Kalam.
I7		Same as main entry

		DESAI, M hadev, ed.
V44'N4	AZAD,	Abul Kalam.
I7		Same as main entry

Note : [*Azad is a Takhallus but the author is will known by this Takhallus. So a reference is to be prepared under Abul Kalam Azad.*

Title Page . _ 14

ELECTRONICS
By
JACOB MILLMAN
Head Department of Electronics and
SAMUL SEELY
SECOND DIVISION
PUBLISHED BY
MCGRAW — HILL BOOK Co. New York. 1951

Verso of the title page.

McGraw — Hill Electrical and Electronic Engineering Series edited by Fredric Emmens Terren

Page ix, 589 Size 24cm. Class No, D 65
Book No. J1 Accession No. 7890

D 65	MILLMAN, Jacob.	
J1	and Sa	E ectronics — 2nd ed./ by Jacob Millman mul Seely. — New York : McGraw-Hill, 1951. ix, 589 p.; 24cm, — (Mcgraw-Hill Electrical and Electronic Engineering Series / edited by Fredric Emmens Terren).
	author.	1. Electronics. I. Seely, Samul, joint (Series)

Instructions : [For edition statement -- Rule 1. 2C1 and for numericals in place of word -- Rule 1. 2B1. For Shared responsibility of author statement....Rule 21.6 . For title of series statement....Rule 1. 1B1. For Series authorship statement -- Rule 1.6E1 and 2.6B1. Reference may be required for series author -- Rule 26.4A2. Title added entry is not essential in this case....Rule 21.30J(4)

		ELECTRONICS
D 65	MILLMAN, Jacob.	
J1		Same as main entry.

		SEELY, Samul, joint author.
D 65	MILLM	AN, Jacob.
J1		Same as main entry.
		McGRAW Hill Electrical and Electronic Engineering Series/edited by Fredric Emmons Terran
D 65	MILLM	AN, Jacob.
J1		Same as main entry.

Instructions : For Series added entry heading statement -- Rule 21.3OL Clearly says, add numeric or other designation of each work in the series. Reference for series editor may be prepared.

Title page 15 :

The University Library/the organisation/administration and function of academic libraries by/Louis Round Wilson and Morries F. Tauber/edited by/Richard S. Angell/Second edition/ Columbia University Press/New York/1956 Columbia University Studies in library series/edited by Robert D. Leigh Number 8. Pages xiii, 641 Size 24 cm. Call No. 234 J6 Accession No. 2333.

234	WILSO	N, Louis Round.
J6		The University Library; the organisation, administration and function of academic libraries/ by Louis Round Wilson and Morries F. Tauber; edited by Richard S. Angell. — 2nd ed.— New York : Columbia University, 1956.
		xiii, 641p.; 24 cm. — (Columbia University studies in Library Series/edited by Robert D. Leigh; 8)
2333	Tauber, S., ed.	1. Libraries, College and University. I. Morries F., joint author. II. Angell, Richard III. Title. (Series).

Instructions : Chief Soruce of title information -- Rule 1.1E2 and 1.1E4 Edition statement as it appears on item using standard abbreviation -- Rule 2.15A. Numbering within a series is preceded by a semicolon. -- Rule 1.6A1. Record the numbering of the item within the series in the terms given in the item -- Rule 1.6G1 i.e. work 'no.' may not be added if it is not written on the prel pages. The title proper includes statement of responsibillity as an

LIBRARIES, COLLEGE AND UNIVERSITY

234 WILSON, Louis Round.

J6 Same as main entry.

TAUBER, Morries F., joint author

234 WILSON, Louis Round.

J6 Same as main entry.

ANGELL, Richard S., ed.

234 WILSON, Louis Round.

J6 Same as main entry.

THE UNIVERSITY Library.

234 WILSON, Louis Round.

J6 Same as main entry.
Note : Capitalization for title — A.4D

COLUMBIA Uuiversity Studies in Library Series/edited by Robert D. Leigh.

234 WILSON, Louis Round.

Same as main entry.
Note ; Only one thing may be given either number or other designation of the work—Rule 21.30L

LEIGH, Robert D., ed.

See

COLUMBIA University Studies in Library Series.

Title Page 16 :

The University Libraries in India/by/R.S. Singh and P.S.

Verma/edited by/C. S. Acharya/1956/Kaula Library Science Series edited by R S. Sharma and P.O. Bhatia Published by Bhatia Publishers, Jullundur.

Page 564 Size 24cm Accession No. 5676

Call No. 234 J6

234	SINGH	R S.
J6	Singh and Jullundur : Series/ed	The University Libraries in India/by R.S. d P.S. Verma; edited by C S. Acharya. — Jul- Bhatia Pub., 1956. 564p.; 24cm. — (Kaula Library Science ited by R.S. Sharma and P.O. Bhatia). *Note : Tracing and added entries may be prepared as usual.* *It is a fictitious title.* *For series statement — Rule : 1.6E*

Title Page : 17

Human Relations
The Human Aspects of Administration
by
Professor Arthur M. Whitehall and
Professor A.L. Moore
Translated by Arthur C. Miller and
Jack C. Miller
Third edition
Prentice Hall Inc. New York 1957

Half title page : Prentice Hall Industrial relations and personnel series No 9

Call No. X: 97 J7 Accession 4567 Size 24 cm.

Pages 242

X : 97	WHITE	HALL, Arthur M.
J7	Administ Moore; Miller. tional rel 4567 Joint aut	Human Relations : The Human aspects of ration/by Arthur M. Whitehall and A. L. translated by Arthur C. Miller and Jack C. — 3rd ed. — New York : Prentice-Hall, 1957. 242p.; 24cm. — (Prentice-Hall Interna- ations and personnel Series; no. 9) 1. Public Administration. I. Moore, A. L., hor. II. Miller, Arthur C. Joint tr. III. Miller

		PUBLIC ADMINISTRATION
X:97	WHITE	HALL, Arthur M.
J7		Same as main entry.
		MILLER, Arthur M., joint tr.
X:97	W ITE	HALL, Arthur M.
J7		Same as main entry.
		MILLER, Jack, Joint tr.
X:97	WHITE	HALL, Arthur M.
J7		Same as main entry.
		HUMAN Relations.
X:97	WHITE	HALL, Arthur M.
J7		Same as main entry.
		PRENTICE-HALL international relations and personnel Series; no. 9
X:97	WHITE	HALL, Arthur M.
J7		Same as main entry.

Title Page : 18

BENTLEY AND DRIVER'S/TEXT BOOK OF PHARMACEUTICAL/CHEMISTRY/EIGHTH EDITION/REVISED BY/ L. M ATHERDEN/B Sc., Ph D., F.P.S , F.R I.C. Lecturer in Pharmaceutical Chemistry/Bath University of Technology/LONDON/OXFORD UNIVERSITY PRESS/NEW YORK, TORONTO/ 1969 Call No. LZ8(E)'N25 K9

Accession No. 979 Pages 916 Size 24 cm.

LZ8(E)'N25 K9	BFNTLEY, A.D.	Text book of Pharmaceutical Chemistry/by
	by A.D.	Bentley and J. E. Driver. — 8th ed. rev./by
	L.M. At	herden — London : Oxford University, 1959.
		916p.; 24 cm.
		1. Chemistry, Medical and Pharmaceutical
	I. Drive	r, J.E , joint author. II. Atherden, L M , rev
	III. Ti	le.

Instructions : For Capitalization -- A.2 with rule 1.1B1. Statement of responsibility recorded in the form in which it appears -- rule 21.12A. Edition statement transcribed as it appears in item but standard abbreviation used and numerals in place of words -- rule 1.2C1. Statement of responsibility related to a particular edition follows the edition statement -- Rule 1.2C1. Statement of responsibility should appear here as the responsibility of a personal name have changed.

		CHEMISTRY, MEDICAL AND PHARMACEUTICAL.
LZ8(E)'N25	BENTLEY. A. D.	
K9		same as main entry.
		ATHERDEN, L. M., rev.
LZ8(F)'N25	BENTLEY, A.D.	
K9		same as main entry.
		DRIVER, J.E., joint author.
LZ8(E)'N25	BENTLEY, A.D.	
K9		same as main entry.
		TEXT book of Pharmaceutical Chemistry.
LZ8(E)'N25	BENTLEY, A.D.	
K9		same as main entry.

Title Page 19 :

PRACTICAL CHEMISTRY

(A text book for First Year of 3 Year Degree/Pre-Engineering and Pre-Medical Students)

By

R.N. Mehta, M. Sc.

Head of Chemistry Department
D.A.V. College, Amritsar.

Surinder Kumar, M. Sc.
Head of Chemistry Department
Govt. College, Rohtak

S.S. Bajwa, M. Sc.
Senior Lecturer in Chemistry
Govt. College, Ludhiana.

Ram Chand & Co.
Publisher and Book-Seller
Delhi—Jullundur

First	Edition	1965
Second	,,	1966
Third	,,	1968
Fourth	,,	1969
Fifth	,,	1971

Pages 291 Size 24 cm. Class No. E'N65
Book No. L1 Accession No. 1765

E'N 65	MEHT	A, R.N.
L1	Kumar Chand, author.	Practical Chemistry/R.N. Mehta, Surinder and S.S. Bajwa. — 5th ed. — Delhi: Ram 1971. 291p. ; 24 cm. 1. Chemistry. I. Surinder Kumar joint II. Bajwa, S.S., joint author. III. Title
		CHEMISTRY.
E'N 65	MEHT	A, R.N.
L1		same as main entry.
		SURINDER KUMAR, joint author.
E'N65	MEHT	A, R.N.
L1		same as main entry.

ARCHAEOLOG

		BAJWA, S S , joint author.
E'N65	MEHTA, R N.	
L1		same as main entry.

		PRACTICAL Chemistry.
E'N65	MEHTA, R N.	
L1		Same as main entry.

Title Page : 20

The Sociology of Art and Literature A Reader
Edited by
Milton C. Albrecht James H. Barnett &
Mason Griff
Gerald Duckworth & Co. Ltd.
3 Henrietta Street, London W.C. 2

Verso of the title page
First published in 1970
Pages vii, 752 Size 24 cm.

Class No. Y (MoaO) Book No. LO Acc. No. 1813

Y (MoaO)	ALBRECHT, Milton C., ed.	
LO	ted by Milton C. Albrecht, James H. Barnett and Mason Griff. — ture. I. joint ed.	Sociology of Art and Literature : a reader/edi- London ; Duckworth, 1970. vii + 752p.; 24cm. 1. Sociology. 2. Art and Society. 3. Litera- Barnett, James H., joint ed. II. Griff Mason, III. Title

		SOCIOLOGY
Y (MoaO)	ALBRECHT, Milton C., ed.	
LO		Same as main entry.

		BARNETT, James H., joint ed.
Y(MoaO)	ALBRECHT, Milton C., ed.	
LO		same as main entry.

		GRIFF, Mason, joint, ed.
Y(MoaO)	ALBRECHT, Milton C., ed.	
LO		same as main entry.

Title Page : 21

Elements of Geography/Physical and Cultural/Vernor C. Finch. Professor Emeritus of Geography/University of Wisconsin/ Glenn T. Rewartha/Professor of Geography/University Wisconsin/ Arthur H. Robinson/Professor of Geography/University of Wisconsin/Edwin H. Hammond, Associate Professor of Geography/ University of Wisconsin/Fourth Edition/McGraw-Hill Book Company Inc. New York, Toronto, London./1957.

Accession No. 67890 Class No, 910.02 Book No. J7.

Pages 693 with five illustrations and four maps.

910.02	ELEMENTS of Geography : Physical and	
J7		Cultural/Venor C. Finch.....[et al]. — 4th ed. — New York; London : McGraw-Hill, 1957.
		693p. : 5 ill. : 4maps; 24 cm.
		1. Physical Geography. I. Finch Vernor C.

Instructions : For statement of responsibility recorded in the form in which it appears -- Rule 1.1F1. work is more than three persons except first, others' name omitted, omission indicated by "et al" added in square bracket -- Rule 1.1F5. Edition statement entered as it appears in item but standard abbreviations used and numerials in place of words -- Rule 1.2B1.

entered under title -- Rule 21.23D. If there is no principal author and four or more persons/Corporate bodies are involved for a work, an added entry is stipulated for the first named only -- Rule 21.30B. In this instance name of other performs could be considered to provided "important access points" -- Rule 21.30H.

		PHYSICAL GEOGRAPHY
910.02	ELEME	NTS of Geography : Physical and
J7		same as main entry.

		FINCH, Vernor C.
910.02	ELEME	NTS of Geography : Physical and
J7		same as main entry.

Title Page : 22

AGRICULTURAL ECONOMICS AND CO-OPERATION

(A study in Agricultural Economy and Co-operative Development with Special Reference to India)

By

S.K. Srivastava, M.A., Ph.D.

Head of the Post-graduate Department of Economics

M.M.H. College Ghaziabad.

Divakr Jha
M.A., M.Sc. (Economics) London
Professor, Vaikunth Mehta
National Institute of Co-operative Management, Poona.

S.K. Agarwal
M.A., Ph.D.
Department of Economics,
Lucknow University.

Jagdish Parkash
M.Com.
Department of Commerce & Business Administration
Allahabad University.

R.S. Kapuria
M.A., LL.B., Ph.D.
Research Officer,
Institutes of Constitutional and Parliamentary Studies,
New Delhi.

S. Chand & Co.

Delhi—New Delhi Jullundur—Lucknow

Bombay, Calcutta, Madras, Hyderabad and Patna.

Verso of the Title Page

First Edition 1970

Preface and contents pages written in Romon xvii

Pages 749 Size 24 cm. Call No. XM.8(J) L0

Accession No. 3456.

XM,8(J)	AGRIC	ULTURAL Economics and Co-operation : A
L0		Study in Agricultural Economy and Co-operative Development with Special Reference to India/by S.K. Srivastava..... [et al]. — Delhi: S. Chand,1970.
		xvii, 749p.; 24cm.
		1. Agricultural-Economic Aspects. I. Srivastava, S. K.

Instruction : For Shorter statement of Publisher Rule 1.4D2

		AGRICULTURAL-ECONOMIC ASPECTS
XM,8(J)	AGRIC	ULTURAL Economics and Co-operation :
L0		same as main entry.

		SRIVASTAVA, S.K.....[et al].
XM,8(J)	AGRIC	ULTURAL Economics and Co-operation :
L0		same as main entry.

SECTION B A

REVIEW OF THE PSEUDONYM

Authors with Examples

PSEUDONYM

Secondary name or fictitious name or false name used by the author is called a pseudonym.

Or

It is a name assumed by an author to conceal or obscure his identity.

MOTIVES TO ADOPT PSEUDONYM

1. For the fear of concequences.
2. For fear of joking.
3. Sense of shame.
4. Mystification.
5. Freskishness.
6. Diffidence.

A large number ef works in every country and literature are found under false names instead of the real names. Sometimes an author is found to use both his real name and false name. In such cases it is necessary to adopt one form of his name by which he is commonly identified in his works and provide reference from other forms of his name in order to establish a uniform style of auther entry in the cataloge. If a person is best known by a pseudonym, Main entry should be made under the false name. Generally, we find twelve forms of pseudonyms.

1. Pseudonym appears like real name.

For example :

George Eliot real name is Mary Ann Evana Cross.
Prem Chand ,, ,, ,, Dhanpat Rai
Mark Twain ,, ,, ,, S.L. Clemens.

2. The word constituting the real name may be permuted.

For example :—

T C. Arther real name is Arther Trakar Granford.

3. Letters of the real name may be permuted :

For example :—

4. Real name may be replaced by the initial letters of its words. (*See Rule 22.11B of A.A.C.R.—2*)

For example :—

Eha real name is Edvard Hamlton Aitka.

5. A single pseudonym may be used to two joint authors. (*See 22.11C of A.A.C.R.—2*)

For example :—

Two brothers (2) Miser-Bandu. It stands for two real names Miser and Bandu.

6. Two authors may write under one Pseudonym.

For example :—

J Freeman Bell. Real name is Zangmill and Lcovler. (*See 21.6D of A.A.C.R.—2*)

7. Some authors may use different pseudonym for different works.

8. The real name may be replaced with the name of the place of birth.

For example :—

Sahir Ludhianvi.

Karion real name is Pratap Singh Karion.

Delhivi.

Ludhiana, Karion and Delhi are names of places.

9. Some authors are known with the name of their country.

For example :—Bharati.

10. Some authors do not write their own name but show their profession as a writer. e.g.

A Doctor

An Engineer. (*See 22.11A and 22.11D of A.A.C.R.—2*)

11. Some persons are known by their academic qualifications.

For example :—

Acharya real name is Bhim Dev Acharya.

Shastri real name is Lal Bahadur Shastri.

12. Some writers neither show their real name nor false name. They usually write these words :

"Written by a writer of "Practical Procedure of Cataloguing" e.g. A Punjabi poet Bhai Vir Singh never write his own name of his new book, he always writes the name of his previous work as author's name.

Rules of Pseudonym

If on the title page, you find the pseudonym and all the works are written under that pseudonym, the entry should be made under pseudonym. A reference from the real name to the pseudonym may be made. e.g.

George Eliot Not Mary Ann Evana Cross (*See 22.2C of A.A.C.R.—2*)

If the works of an author appear under several pseudonyms or under his real name and one or more pseudonyms, enter him under the name by which he is primarily identified in modern editions of his works and in reference sources. Make reference from other names. In case of doubt, prefer the real name. (*See 22.2A and 22.2B2 of A.A.C.R.—2*)

e.g. Libra entry should be made under Ranganathan and a Cross reference may be made for Libra.

If any author has written many works and used many pseudonym, the entry should be made under the name which is popular. If the popular name cannot be determined, choose the name appearing in the latest edition of the work. Make name title references from the other name (s) (*See 22 2C3 and 22 2C4 of A.A.C.R.—2*)

If any author used his pseudonym and real name both on the title page, the entry should be made under which he is popular. If the spelling of the name vary or if a name is found in different language forms, prefer the one that has become most firmly established. e.g.

Suraya Kant Tripathi 'Nirala'.

Entry should be made under 'NIRALA', Suraya Kant

Tripathi and reference may be made under Tripathi, Suraya Kant. (*See22 2C2 and 22.2C4, 24 2C2 of A.A.C R.—2*)

Enter the name in direct order which consist a phrase, it does not contain a real name or If it appears in a forename or Initials and a surname. Enter under the Pseudonym surname.

e.g. Er. M XM, Er.

Other, A N X AN other (*See 22.11 of A.A.C.R.—2*)

If the phrase has a forename with another word (s), enter under the forename.

Gurcharan Cousin

X Cousin, Gurcharan (*See 22.11B of A.A.C.R.—2*)

If two authors may write under one Pseudonym. Enter under the pseudonym and reference may be made from the real names e.g.

J. Freeman Bell Real name is Zangmill and Leovler.

Main entry under pseudonym and reference may be made Zangmill and Leovler. (*See 21.6D and 23.2B3 of A.A.C.R.—2*)

SECTION B B

SPECIMEN ENTRIES OF PSEUDONYM AUTHORS

1. The Advantures of Tom Sawyer/by Samuel Langhorne Clemens with Biographical Illustrations and Drawings from early editions of the book together with an introduction by Louis B. Salomon/Dodd, Mead and Company/New York.

Copyright 1958 Pages 307 with some illustration.

Call No. O111,3M35,2 J8 Accession No. 3456.

The pseud. name of the author is Mark Twain and the work is also known with the title Mississipi river (it is written on the verso of the title page) The author was born in 1835. It is the second work received in the library.

O111,3M35,2	TWAIN, Mark.	
	Samuel Dodd,	The Advantures of Tom Sawyer, by Langhorne Clemens. — New York : [c 1958].
		307p. : ill.; 24 cm.
3456	x Tom Samyer.	1. Mississippi River-Fiction. I. Title. x Clemens, Samuel Langhorne.

Instructions: If person is known by more than one name, the name by which he or she is commonly known or popular and has come to be identified generally in later editions of his or her works is chosen — Rule 22.2A and 22.2C2. If the popular name cannot be determined. Choose the name appearing in the latest edition of the work. Make name title reference from the other name — Rule 22.2C3 and 22.2C4 of A.A.C.R.-2. A statement of the illustration content, preceded by colon — 1.5A1.

		MISSISSIPPI RIVER—FICTION.
O111,3M35,2	TWAIN, Mark.	
		same as main entry.

		THE ADVANTURES of Tom Sawyer.
O111,3M35,2	TWAIN,	Mark.
		Same as main entry.
		TOM SAWYER
		See
	TWAIN,	Mark.
		CLEMENS, Samuel Langhorne.
		See
	TWAIN,	Mark.

Title Page 2 :

Life on the Mississipi/by Mark Twain/Harper Publishers/London/1950.

Call No. O111,3M35,2 J0 Accession No. 6789

Pages 108. Samuel Longhorne Clemens born in 1835.

O111,3M35,2	TWAIN,	Mark.
J0		Life on the Mississipi/by Mark Twain. —
	London :	Harper, 1950.
		108p.;22cm.
6789		1. Mississipi—Fiction. I. Title x Clemens,
	Samuel	Longhorne.

Instructions : If the popular name cannot be determined. Choose the name appearing in the latest edition of the work. Make name title reference from the other name. (See 22.2C3 and 22.2C4 of A.A.C.R. -- 2.)

		MISSISSIPI—FICTION.
O111,3M35,2	TWAIN,	Mark.
J0		Same as main entry.

		LIFE of the Mississipi.
0111,3M35,2	TWAIN,	Mark
J0		Same as main entry.

Title Page : 3

Godan/by Prem Chand/Translated/by/William Robinson Published by/Harper & Co. NEW YORK/1970.

On the Half title page : Unesco Collection of Representative works No. 43, Asia Fiction Series No. 8 and Indian Series No. 2.

Call No. O152,3M80,2 LO Accession No. 3467 Page 403

O152,3M80,2	PREM	CHAND
LO	William	Godan/by Prem Chand ; translated by Robinson. — New York:Harpar, 1970.
	represent	403p.;22cm. — (UNESCO collection of ative works; no. 43) (Asia fiction Series; no. 8) (I ndian Series; no. 2).
	Wil liam,	1. Godan — Fiction. I. Robinson, tr. II. Title (Series)

Instructions : Entry under Pseudonym if person predominantly identified by the pseudonym -- Rule 22. 2CI, Make reference from real name : Dhanpat Rai.

Entry directly under name or where the name does not include surname -- Rule 22.8 A. Subsequent statement of responsibility (Translator preceded by samicolon -- Rule 1. 1A1 and 1.1F6. Make added entry under the translator since the translator is in verse -- Rule 21.30K1(a). However, it seems that readers would expect an entry under this heading and so it has been omitted in accordance with general rule for added entries -- Rule 21.29B.

Title proper of series are recorded in accordance with rule for title proper -- Rule 1.1B and 1.6B1. If title proper includes statement of responsibility as an integral part of it, it is transcribed as such -- Rule 1.1B2. If title proper includes separate letter or initials without full stop. These are recorded without space between them 1.1B6. Numbering within a series is

seperately, the more sepecific one first -- Rule 1.6J1. Statement of responsibility relating to series may be included if any -- Rule 1.1E1 but here is not the case. Series statement enclosed in parenthesis -- Rule 1.6A1 and numbering of the item within a series recorded in the terms given in the item -- Rule 1.6G1.

		GODAN—FICTION
O152,3M80,2	PREM C	HAND
		Same as main entry.

		ROBINSON, William, tr.
O152,3M80,2	PREM C	HAND
		Same as main entry.

Note :—Title entry is not needed. Series added entry may be prepared as usual.

Title Page 4

Development of Library Science in India

By

Jairam published by Madaan Publisher, Patiala. 1973 pages 203 size 24 cm. Class No. 2.44 L3 Accession No. 203

The real name of the authors are also given on the title page Jai Dev and Ram Sarup.

2 44	JAI RAM
L3	Development of Library Science in India/by Jai Dev and Ram Sarup. — Patiala; Madaan Publisher, 1973.
	203p.; 24 cm.
203	1. Library Science — India. I. Title x Jai Dev. x Ram Sarup.

Instructions : This work is the result of collaboration between two person i.e. Jai Dev and Ram Sarup who have shared a pseudonym. Entry under pseudonym with reference from real name — 21. 6D

		LIBRARY SCIENCE — INDIA
2.44	JAI	RAM
L3		same as main entry.
		DEVELOPMENT of Library Science in India.
2.44	JAI RA	M
L3		same as main entry.

SECTION C A

REVIEW OF THE RULES OF ANONYMOUS WORKS AND SACRED BOOKS WITH EXAMPLES.

ANONYMOUS CLASSICS

Leaving the sacred books, there are a large number of Classical works like epics, folktales romances, legends and national songs etc. which are better known under traditional names. Anonymous defines as old books of unknown or literary works, early compilations of ancient laws and customs, creeds and confessions common to different religious bodies. These types of books are still read with great interest by readers.

Basic Rule

1. When the editions (except the revised editions as specified in 5 below), translations, etc, of a work appear under various titles, select one title as the uniform title under which all will be entered. (*See 21.5A of A.A.C.R. — 2*)

2. Reference enteries are provided in the catalogue from varying titles to the one selected as uniform title, An added entry is preferable to any title of a particular edition, rather than a reference to the uniform title itself.

3. If a work is presented under a title different from the one choosen as uniform title, place the uniform title between the heading and the transcription of the title page. Make heading and title references from variants of the title.

4. If the selected title is not the uniform title, Romanize it by applying the appropriate transliteration system approved for library purposes.

5. A uniform title is not necessary for cataloguing an edition which is a revision or up dating of the original work appears a varying title. Give a note on each entry earlier and later title linking with one another. (*See 21. 5A, 21 5B 21.5C of A.A.C.R. — 2*)

Rendering Rules Instructions

Enter under title a work that is of unknown or uncertain authorship or that is by a group that lacks a name. (*See 21.5A of A.A.C.R. — 2*)

Works written before 1501

1. Try to enter the title in the original language, by which a work written before 1501. Reference entry should be made to link it. If the evidence in reference is insufficient, Prefer the title most frequently used in Modern editions.

2. If the vernacular form is better known, it is to be adopted. For examples.

Ramayana Refer from Valmiki Ramayana. (*See 25.4A of A.A.C.R. — 2*)

Classical Greek Works

If there is a well established English title for a Greek Classic, adopt it for entry; otherwise use the Greek title in romanization e.g. Plato. The Republic not Raj Niti Sastra. (*See 25 4B of A.A.C.R. — 2*)

Anonymous Works.

If it is possible, omit the initial articles and introductory phrases from the title that are not a part of the title proper. (*See 25.3 of A.A.C.R. — 2*)

Early anonymous work written in non-Roman alphabet, prefer a title in English, when there is one. e.g. ARABIAN nights. Selections. (It is known as Hazar Afsana in persian). (*See 25.4C and 25.1, 25.9, 25.2A) of A.A.C.R. — 2*)

Collective Entries for Stories with Many Versions.

We find early anonymous stories works in different languages and scripts. A uniform of such works which are well established in English language reference sources are adopted and the name of the language of the books are added in the end. e.g.

PUNCHTANTRA. German. Selections.

PANCATANTRA. Hindi. Selections. (*See 21.1C, 25.2, 25.4C, 25.18B of A.A.C.R. — 2*)

Anonymous Work Without Title.

If an anonymous work, composite manuscript or a manuscript group lacks a title, enter the anonymous work or manuscript under a uniform title. (*See 21.5, 25.4, 25.5 of A.A.C.R. — 2*)

SACRED WORKS

General Rule : Each sacred work should be entered under uniform title. Prepare a 'See also' reference from the name of any person that is associated with the revelation or work. (*See 21.37, 25.17 of A.A C.R. — 2*)

QUALIFICATIONS (ADDITIONS) ADDED TO TITLE

Any explanatory designation to a distinguish title is to be given in parenthesis of a uniform title of the work. e.g.

VIKRAMADITYA (Play in Hindi).

MAHABHARATA (Sanskrit Verse). (*See 25.5A to 25.5D of A.A.C.R. — 2*)

Christian Sacred Works

The uniform title of Bible is to be used for the Bible and any of its parts, adding the suitable designation of a part and the other different features of language, version, translator/reviser and year etc. to the leading as specified by from rules *28.18A1 to 25.18A14 of A.A.C.R. — 2*

PARTS OF THE BIBLE

TESTAMENTS AND BOOKS :—Designate the Old testament as O.T. and the New testament as N.T.....Use Arabic numerals for books. Roman numerals for chapters, and Arabic numerals for verses. e.g.

BIBLE. O.T. Genesis. English...

BIBLE. O.T. Genesis XII, I-XXV...

BIBLE. N.T. Gospels. English...

BIBLE. O.T. Revelation... (*For more details see 25.18A1 to 25.18A14 of A.A.C.R.—2*)

REFERENCES

Make suitable references from the titles of individual books, from different forms of these titles and from the names of groups of books. Refer from these also in the form of direct subheadings under Bible and, in the case of variants in the form

of indirect subheadings under the testament. Make explanatory references when need. (*See 25.18A6 of A.A.C.R.—2*)

e.g. BIBLE. N.T. Greek.	Refer from Greek
BIBLE. O.T.	Refer from Old Testament.
BIBLE. N.T.	Refer from New Testament.
BIBLE. O.T. Gospels.	Refer from Gospels.
BIBLE. O.T. Dentoronomy.	Refer from Dentoronomy.

If there is any commentator or publication as an edition/ commentary of the work, make entry under Heading. (*See 25.18A1 to 25.18A6 of A.A.C.R.—2*)

For sacred books other than the bible see 25.18B to 25.18M2 of A.A.C.R.—2

BUDDHIST SACRED WORKS

The main Buddhist sacred work is Tripitak. Thus use the uniform title Tripitaka for collections of Buddhist scriptures.

e.g. TRIPITAKA. Abhidhammapitaka.
TRIPITAKA. Suttapitaka.
TRIPITAKA. Vinayapitaka. (*See 25.18F of A.A.C.R.2—*)

SACRED WORKS OF HINDUISM, JAINISM AND SIKHISM etc.

Most sacred book of Hinduism is the Vedas. It has four divisions 1. Rigveda 2. Yajurveda 3. Samaveda 4. Atharvaveda.

Use the uniform title VEDAS for these divisions. Each divisions of the VEDAS, is entered of subheading under it. The name of the language into which the original text is translated is stated as a subheading of these divisions. e.g.

VEDAS. Rigveda.
VEDAS. Atharvaveda. English. Selections.
VEDAS. Yajurveda. German. Selections.
VEDAS. Samaveda. (*See 25.18G of A.A.C.R.—2*)

ARANYAKAS, BRAHMANS, UPANISHADS

Upanishads for collections texts in these categories, and title of particular collections use as subheading under the uniform title. e.g.

BRAHMANAS. English.

UPANISHADS. Chandogyopanisad.

ARANYAKAS. Aitareyaranyaka. (*See 25.18H, 25.5 and 25.6 of A,A.C.R. — 2*)

Jain and Sikh sacred works should be entered under the uniform title of Jaina Agama and Adi-Granth. Jaina Agama has six component collections of the Jain canon e.g. Anga, Upanga, Prakirnaka, Cheda, Mula Culika as subheading of Jaina Agama. e.g.

JAINA AGAMA. Prakirnaka.

JAINA AGANA. Cheda. (*See 25. 18J of A.A.C.R. —2*)

If there is a title of Guru Granth Sahib. Make the entry as such. It is true A.A.C.R. —2 is silent about the Sikh sacred works. e.g.

ADI-GRANTH. Refer from Guru Granth Sahib.

For more clarification see 25.18 and 21.37 of A.A.C.R. — 2

ISLAMIC SACRED WORKS

Koran should be used the uniform title for Koran and its parts as subheading are as under

KORAN. Juz' 'Amma.

KORAN. Hindi. Selections.

KORAN. Panjabi.

If there is any alternative spellings, a reference should be made to the uniform title. e.g.

QURAN.

CORAN.

ALCORAN

See

KORAN (*See 25.18M1 and 25.18M2 of A.A.C.R. — 2*)

SECTION C B

SPECIMEN ENTRIES OF ANONYMOUS WORKS AND SACRED BOOKS

Title page 1 :

Tales from Arabian Nights/Translated in Hindi by Ram Gopal/Published by Lyall Book Depot/Ludhiana/1972 Third edition. Papes 265 Size 24 cm. Call No. 298.21 L2

Accession No. 2345

298.21	[ARABI	AN nights. Selections. Hindi.]
L2	Ram Depot,	Tales from the Arabian nights/translated by Gopal. — 3rd ed. — Ludhiana : Lyall Book 1972. 265p.; 24 cm. I. Ram Gopal, tr.

Instructions : Shorter form of publisher's name might be used in accordance with-Rule 1.4D2, but name is given in full in example at Rule 2.4D1.

Uniform title for work appearing in various manifestations under different title-Rule 25.1. Uniform title for selections-Rule 25.9. Optionally a uniform title used as a main entry heading may be recorded without the Square brackets-Rule 25.2A.

Title added entry is not essential in this case.

		RAM GOPAL, tr.
298.21	[ARABI	AN nights. Selections. Hindi.]
L 2		Same as main entry.

Title Page 2 :

More stories from Hitopadesa/translated by/John Miller/ edited and arranged with an introduction by William Murya/ illustrated by John Richard/Published by Macmillan/London/1970 Pages 202 with illustration Size 24 cm. Call No. 294.4 LO

294.4 [HITOPADESA. Stories. Selections. English.]

LO More stories from Hitopadesa/translated by John Miller; edited and arranged with an introduction by William Murya; illustrated by John. — London : Macmillian, 1970.

Translation from Sanskrit

202p. : ill.; 24 cm.

I. Miller, John, tr. II. Murya, William, ed, III. Richard, John, ill. IV. Title.

Instructions : Work accepted as sacred scripture by religious group entered under title — Rule 21.1C(4) and 21.37A. Uniform title is title by which Scripture is most commonly identified in English language sources-Rule 25.17. Stories, Selections and language add after uniform title by analogy with rules for other sacred scriptures in accordance. With general rules for uniform titles-Rule 25.5D, 25.6B and 25.5 and 25.9. Uniform title used as main entry heading may be recorded without the square brackets-Rule 25.2A· Hitopadesa also treated as anonymous work created before 1501. It is not written in Greek nor in Roman script, so original title is used as uniform title since no established title exist in English-Rule 25.4C.
Added entry heading for translator, editor and illustrated and title may be made because main entry is under uniform title and main entry heading may be difficult for catalogue users to find-Rule 21.30K1, 21.30K1 (e), 21.30K2, 21·30D and 21.30J (4).

MILLER, John, tr.

294.4 [HITOPADESA. Stories. Selections. English.]

Same as main entry.

MURYA, William, ed.

294.4 [HITOPADESA. Stories. Selections. English.]

LO Same as main entry.

RICHARD, John, ill.

294.4 [HITOPADESA. Stories. Selections. English.]

LO Same as main entry.

		MORE stories from Hitopadesa.
294.4	[HITOP	ADESA. Stories. Selections. English.]
LO		Same as main entry.

Title Page 3 :

New Holy Bible containing Old Testament/translated by/ James Moffat/thomas/London/1965. Bible is translated into Hindi. Call No. 220.52 K5 Size 24 cm, Accession No. 1456 pages 205.

220.52	[BIBLE.	O.T. Hindi. 1965]
K5		New holy Bible containing Old Testament/ translated by James Moffat. — London: Thomas, 1965
		205p.; 24cm.
		I. Mcffat, James, tr. II. Title.

Instructions : Work that is accepted as sacred scripture, entered under title — 21.1C (4) and 21.37A- Group of books from the Bible entered under the uniform title Bible -- Rule 25.18A1. O.T. added to heading -- Rule 25.18A11. Language added to heading -- Rule 25.18A11. Translator as version -- Rule 25. 18A11. Year of publication added to heading -- Rule 25.18A13.

		MC FFAT, James, tr.
220.52	[BIBLE.	O.T. Hindi. 1965.]
K5		Same as main entry.
		New holy Bible containing O.T.
220.52	[BIBLE.	O.T. Hindi. 1965.]
K5		Same as main entry.

Title Page 4 :

pur/1968 Call No. 891.21 K8 Pages 254 Size 20cm. Accession No. 1902.

891.21	VEDAS.	Yajurveda (Vajasaneyisamhita). English.
K8	Hoshiar	Yajurveda/edited by S. K. S. Sharma. — pur: V.V.R. Institute, 1958. 254p.; 20cm. I. Sharma, S K.S., ed. II. Title

Instructions : Work that is accepted as Sacred scripture entered under title -- Rule 21.1C (4) and 21.37A. Group of books from the Vedas entered under the uniform title Vedas. Yajurveda (Vajasaneyisamhita) -- Rule 25.18G with reference to Rule No. 25.5 and 25.6.

Note : Added entries may be prepared as usual.

Title Page 5 :

Suttapitaka in Hindi/edited by/Dharam Vira/Second Edition/ Published by Mahabodhi Society/Calcutta/1969.

Call No. Q4 : 2 K9 Pages 325 Size 24 cm. Acc. No. 4567

Q4 : 2	TRIPITAKA.	Suttapitaka. Hindi.
K9	ed. — C	Suttapitaka/edited by Dharam Vira. — 2nd alcutta : Mahabodhi Society, 1969. 325p.; 24 cm.
4567		I. Dharam Vira., ed. II. Title.

Instructions : Work accepted as sacred scripture by religious group entered under title-Rule 21.1C(4) and 21.37A. Uniform title is title by which scripture is most commonly identified in English language sources-Rule 25.17 Language added after uniform title by analogy with rules for other sacred scriptures in accordance with general rules for uniform titles. -Rule 25.5D and 25.6B3. For component parts of individual scriptures of Tripitaka-Rule 25.18F2. Added entry under editor, because main entry is under title and because main entry heading may be difficult for readers to find-Rule 21.30D. If you made cross reference entry under Suttapitaka, there is no need to make title entry-25.17 and 25.18F3.

Note : Added entries may be prepared as usual.

Title Page 6 :

Holy Quran/Translated with Punjabi & Commentary by/ Yusaf Ali/Published by/ Lahore Bookshop/Ludhiana/1967.

Call No. 297.12 K7 page 234 Size 24 cm. Acc. No. 2345.

297.12	KORA	N. Punjabi.
K7	Yusaf Ali.	Holy Quran/translated with commentary by — Ludhiana : Lahore Bookshop, 1967.
		243p.; 24 cm.
		Translation from Arabic.
	X Quran.	I. Yusaf Ali, tr. and comm. II. Title.

Instructions : For Muslim sacred scripture — Rule 25.18M1 and 25.18M2. Instructions for additions in heading — Rule 25.5 and 25.6. See instructions title page No. 5 of this chapter.

Note : Added entries and reference entries may be prepared as usual.

Title Page 7 :

Guru Granth Sahib translated in Hindi version by Dr. Gopal Singh Published by Guru Gobind Singh Foundation Delhi, 1960.

Pages 305 Call No. Q8441: 2 KO. Accession No. 2345.

Q8441 : 2	ADI -	GRANTH. Hindi.
KO	Singh. —	Guru Granth Sahib/translated by Gopal Delhi : Guru Gobind Singh Foundation, 1960.
		305 p.
		I. Gopal Singh, tr. II. Title.

Instruction : There is no specfic rule for sikh Scripture in A.A.C.R. - 2.

Work accepted as sacred scripture by religious group entered under title -- Rule 21. 1C (4) and 21 37A. Uniform title is title by which scripture is most commonly identified. Rule - 25.17.

Language add after uniform title -- Rule 25. 5D and 25.6B3.

		GOPAL SINGH, tr.
Q8441 : 2	ADI -	GRANTH. Hindi.
KO		Same as main entry.

		GURU Granth Sahib.
Q8441 : 2	ADI -	GRANTH. Hindi.
KO		Same as main entry.

Title Page 8 :

History and Philosophy of Srimad Bhagvad Gita by/Dr. Prabha Shankar Sharma M.A. (Religion) Ph. D./Tarapurra & Co. Publisher and Book-seller Calcutta/1950.

Call No. 181.48 KO Pages 223 Size 22cm. Acc. No. 78.

181.48	SHAR	MA, Prabha Shanker.
KO	Gita/by purra,	History and Philosophy of Srimad Bhagvad Prabha Shanker Sharma. — Calcutta ; Tara- 1960. 233 p.; 22 cm.

Note : tracing and added entries may be prepared as usual.

Instructions : Work by a single personal author i.e. person responsible for the creation of the intellectual, entered under heading for that person - Rule 21.1A1, 21.1A2 and 21.4A. Academic degrees omitted - Rule 1.1F7. Name of the publisher in the shortest from - Rule 1.4D2.

SECTION DA

REVIEW OF THE RULES OF GOVERNMENT (CORPORATE AUTHOR WITH EXAMPLES)

CORPORATE BODIES AS AUTHORS (ACCORDING TO A.A.C.R. — 2)

In this chapter I propose to discuss the corporate authorship. We find a large number of documents produced by Government bodies and their agencies/organisations/institutions/business firms/ other collective group of people having an official name. e.g.

1. INDIA. MINISTRY OF EDUCATION.
2. PUNJAB LIBRARY ASSOCIATION.
3. BANARAS HINDU UNIVERSITY, Varanasi.
4. INDIAN OIL CORPORATION. (*See 24.14 of A.A. C.R.—2*)

These are regarded as authors of works for which they as corporate bodies are chiefly responsible when such works express the thought and activity of the corporate body.

Choice and Form of Name

A. Enter Publication issued by the Government of the country, State, District, City, etc. under the name of the country, State, District, City etc. The name of the department from which the book relates is to be given as a subheading for example :—

AA. INDIA. MINISTRY OF FOOD AND AGRICULTURE.
AB. PUNJAB. DEPARTMENT OF EDUCATION.
AC. AMRITSAR. (District).
AD. AMRITSAR. (City).

For more details see chapter 24 (See 24.13 type 1 to 5, 24.18 type 1 to type 10, 24.10 and for Cap. A.18 of A.A C.R.—2.)

B. Enter books produced by a special body created or controlled by a Government, but whose function is not basic to Government, and which is generally identified by its own name directly under that name e.g.

BA. UNIVERSITY GRANTS COMMISSION.
BB. PUNJAB. HIGH COURT.

BC. JAPAN. COURT OF ADMINISTRATIVE LITIGATION,

BD. UNITED STATES OF AMERICA. COURT OF CLAIMS.

Enter books issued by society/Association, Institution, Business firm or conference directly under the name of the corporate body, The name of the department from which the books relates is to be given as a sub-heading. — (*See 24.4C2 to 24.4C10 and 24.23 of A.A.C.R. — 2*)

Use the form of name that is generally used by the corporate body in its publication, omitting an initial articles. Use the conventional form of name by which the corporate body is commonly identified by an acronym i.e. a word formed from the initial letters of the words of its name and it should be written as a word not initials, for example NATO. It should be written as NATO, UNESCO, It should be written as UNESCO. But P.L.A. should be written as PUNJAB LIBRARY ASSOCIATION for individualisation, add the name of the place in which the corporate body is located if another body is likely to have the same name e.g.

1. PUNJAB. DISTRICT COURT (Jullundur)
2. CONFERENCE ON PRIMARY EDUCATION (I959 : Chandigarh)
3. NATO.
4. UNESCO . (*See 21.1B1, 24.7B1, 21.1B2 (a), 24.2D and 24.23A and for Capitalization A.18A to A.18F*)

Some corporate bodies such as Education institutions, Museums, Art Galleries. Libraries, Hospitals, Temples and Gurdwaras, frequently have names beginning with or consisting of the name of the person, persons, object, place or event to which the local variant forms (church, etc,) is dedicated or after which it is named. OR

A name beginning with a word or phrase descriptive of a type of local church etc. (variant forms) OR

A name beginning with the name of the place in which the local variant forms (Church etc.) is situated. (*See 24.3G of A.A.C.R. — 2*)

e.g.

GURU NANAK DISTRICT LIBRARY (Jullundur)

ALIGARH MUSLIM UNIVERSITY.

BANARAS HINDU UNIVERSITY. CENTRAL LIBRARY.

ART GALLERY (Patiala)

GOLDEN TEMPLE (Amritsar)

ANANDPUR SAHIB GURDWARA.

CHINTPURNI DEVI TEMPLE.

ALLAHABAD UNIVERSITY.

STATE COLLEGE OF EDUCATION (Patiala). (*See 24 of A.A.C.R. — 2*).

Instructions of Entry Under Corporate Body

(a) The main entry for a work should be made under the name of a corporate body.

(b) When the work is by its nature necessarily the expression of the collective thought or activity of the corporate body, even if signed by a person in the capacity of an officer or servant of the corporate body.

(c) When the title or title page, taken inconjunction with the nature of the work. Clearly implies that the corporate body is collectively responsible for the content of the work.

(d) In other cases, when a corporate body, has performed a function (such as editor) subsidiary to the function of the author, an added entry should be made under the name of the corparate body.

(e) In doubtful cases, the main entry may be made either under the name or the corporate body or title or personal author.

(f) The uniform heading for the works entered under the name of the corporate body should be the name by which the body is most frequently identified in its publication.

(g) Constitutions, laws and treaties and certain other works having similar characteristics should be entered under the name of the appropriate state or other territorial authority, with conventional titles, indicating the nature of the material.

SECTION D B

SPECIMEN ENTRIES OF GOVERNMENT (CORPORATE AUTHOR)

Title Page : 1

Approach to Agricultural Development in the Fourth Five year plan /Government of India/Ministry of food and Agriculture/ Published by/Manager Publication Division/. Delhi./1966.

Pages 76 with 10 tables Size 23cm. Call No. X8(J). 2'N6t
Accession No. 67890

Call No.	INDIA.	MINISTRY OF FOOD AND AGRICULTURE.
	Fourth	Approach to Agricultural development in the Five year plan. — Delhi : Manager Publication Division, 1966.
		76p.: 10 tables; 23cm.
	omic aspects.	1. Agriculture — India. 2. Agriculture Economic aspects. 3. Agriculture and State. I. Title.

Instructions : Work from corporate body & recording its thought is entered under heading for body — Rule 21.1B2. Ministry entered subordinately under the Country — Rule 24.18(4). For capitalization of heading statement — App. A. 18B.

		AGRICULTURE — INDIA
Call No.	INDIA.	MINISTRY OF FOOD AND AGRICULTURE.
		Same as main entry.

		AGRICULTURE ECONOMIC ASPECTS.
Call No.	INDIA.	MINISTRY OF FOOD AND AGRICULTURE.
		Same as main entry.

		AGRICULTURE AND STATE
Call No.	INDIA.	MINISTRY OF FOOD AND AGRICULTURE.
		Same as main entry.

		APPROACH to Agricultural Development in the Fourth Five year plan.
Call No	INDIA.	MINISTRY OF FOOD AND AGRICULTURE.
		Same as main entry.

Title Page : 2

Sugarcane Production of India
Ministry of Food and Agriculture
Government of India

Published by
Manager Publication Division/Delhi./1970
Pages 95 Call No. J311.44'N70 LO
Accession No. 67890

Call No.	INDIA.	MINISTRY OF FOOD AND AGRICULTURE.
LO	nager, P	Sugarcane production of India. — Delhi; Ma-ublication Division, 1970.
		95p.
		1. Sugarcane — India.

Instructions: Title added entry may not be prepared as the subject heading starts with the first word of the title, (Rule 21.30J and 21.2 of A.A. C.R.---2.

		SUGARCANE — INDIA
Call No.	INDIA.	MINISTRY OF FOOD AND AGRICULTURE.
LO		same as main entry.

Title Page : 3

Statistics of College Libraries in the/State upto the year 1971

Government of Uttar Pradesh/Department of Education
Published by/Printing and Stationary
Allahabad/1972
Pages 98 Call No. 233'N71s L2 Accession No. 5678

C. UTTAR PRADESH (U.P.) DEPARTMENT OF EDUCATION.

Statistics of College Libraries in the State upto the year 1971. — Allahabad : (Superintendent of) Printing and Stationary, 1972.

98p.

1. Libraries — Uttar Pradesh. 2. Libraries, College and University. I. Title.

Instructions: For Capitalization and subordination---A.18B Work from corporate body and recording its collective thought is entered under heading for body - Rule 21.1B2. Government Agency whose name normally implies administrative subordination entered as subheading of heading for government, providing name of government is required for identification of agency. - Rule 24.18 type 1. For abbreviation of U.P. in Heading statement in parenthesis - Rule 24.6B.

LIBRARIES — UTTAR PRADESH

C. UTTAR PRADESH (U.P.) DEPARTMENT OF EDUCATION.

same as main entry.

LIBRARIES, COLLEGE AND UNIVERSITY

C. UTTAR PRADESH (U.P.) DEPARTMENT OF EDUCATION.

same as main entry.

STATISTICS of College Libraries in the State upto the year 1971.

C. UTTAR PRADESH (H.P.) DEPARTMENT OF EDUCATION.

same as main entry.

Title Page 4 :

Report on the working of Administration/of the Department of Education of Punjab/Department of Education of Punjab/ Published by Supdt. Printing and Stationary/Chandigarh/1971.

Pages 125 Size 18cm Call No. T.44r L1 Accession No. 3456.

T.44r	PUNJA	B. DEPARTMENT OF EDUCATION.
L1	the depa Superint	Report on the working of Administration of rtment of Education Punjab. — Chandigarh : endent Printing and Stationary, 1971. 125p.; 18cm.

Note : Tracing and added entries may be prepared as usual.

Instructions : See title page example 3 of this chapter.

Title page 5 :

DEPARTMENT OF LANDS AND FORESTS, ONTARIO

HON. CLARE, E. MAPLEDORAM. MINISTER, F.A. MACDOUGDL, DEPUTY MINISTER

division of reforestation

G.H. BAYLY, CHIEF

THE FOREST TREES OF ONTARIO AND THE MORE COMMONLY PLANTED FOREIGN TREES

A Guide to their Identification with

260 illustrations

By

J.H. WHITE M.A., B. Sc., F. Ph. D

Professor of Forestry, University of Toronto

Third Edition

Volume One

TORONTO

Queen's Printer 1957

Call No. 582. 16 J7 Size 24cm. Accession No. 67890.

582.16 WHITE, J.H.
J7

The Forest trees of Ontario and the more commonly planted foreign trees; A guide to their identification/by J.H. White. — 3rd ed. — Toronto : Queen's Printer, 1957.

1 v. : 260 ill.; 24cm.

At head of title : Department of Lands and Fortest.

1. Trees. I. Ontario. Department of Lands and Forest. II. Title.

Instructions : Work from shared responsibility and its collective thought is entered under principal author - Rule 21.6B. Added entry heading for other bodies involved. This work is not come under the - Rule 21.1B2.

TREES.

582.16 WHITE, J.H.
J7

same as main entry.

ONTAIRO. DEPARTMENT OF LANDS AND FOREST

582.16 WHITE, J. H.
J7

same as main entry.

THE FOREST trees of Ontario.

582.16 WHITE, J. H.
J7

same as in main entry.

Title Page : 6

Agriculture price policy in India

By

Louis F. Herrman

(Deputed by Ministry of Food and Agriculture to Study of Agricultural Price Policy in India.)

Ministry of Food and Agriculture

Government of India
Published by
Publication Division
Delhi
1966

Pages 94 Size 23cm. Call No. X8(J):76.2'N6 K5
Acc. No. 897

Call No.	HERRMAN, Louis F.
F. Herr	Agricultural Price policy in India/by Louis man. — Delhi, Manager Publication Division, 1966.
Agricult	94p.; 23cm. Sponsored by the Ministry of Food and ure, India.
Agricult Food a	1. Agriculture Economics aspects. 2. ure Price — India. I. India. Ministry of nd Agriculture.

Insturctions : Title entry is not essential. Work not falling within any of the categories listed at — Rule 21.1B2 and 21.1C. Make added entry under Corporate body — 21.30 E. The Personal author was sponsered by the Ministry of Food and Agriculture, India (Corporate body). Thus this work comes in the categories of Shared Responsibility — Rule 21.6, because sponsored body is also responsible for the work though it not responsible for the thought contents.

Note : This document is sponsored, published, financed by the Ministry of Food and Agriculture, Government of India. The author is a full time employee of the Government and has prepared this pamphlet in the office time at the office table. The work is deemed to be the work of personal authorship, because (1) its primary function is to study price policy of Agriculture (2) the responsibility for the thought and expression rests on the person and not on the office held by him.

Note : Added entries may be prepared as usual,

Title Page : 7

The Study of English in India
Report
Ministry of Education, Government of India
Under the Chairman of the Study Group
V. K. Gokak

Published by
Manager of Publication Division
New Delhi
1966

Class No. T2 : 3(P111).2'6t Book No. 6
Accession No. 7890 Size 21 cm. Pages 271

Class No.	INDIA. MINISTRY OF EDUCATION; Study Group.
Book No	The Study of English in India : report. — Delhi : Manager Publication Division, 1966. 271p ; 21 cm. Study Group chaired by V.K. Gokak. 1. English Language — Study and teaching I. Title. II. Gokak, V.K.

Instructions : For capitalization see A.18.B as corporate body, Government. Work from corporate body and recording its thought (in this case the report) is entered under heading for corporate body -- Rule 21.1B2. Government Agency containing name implying subordination, entered subordinately - Rule 24.18 (type 4) & 24.12. No specific rule for making added entry under heading for chairman of Group of Committee but rule instructing that one be made for name having relationship to work that would provide important access point has been used as authority -- Rule 21.30F.

Note : Subject added entry may be prepared.

	THE STUDY of English in India : report.
Call No.	INDIA. MINISTRY OF EDUCATION ; Study Group.
	Same as main entry.
	GOKAK, V. K.
Call No	INDIA. MINISTRY OF EDUCATION ; Study Group.
	Same as main entry.

Title Page : 8

SPEECH BY PRESIDENT V. V. GIRI IN THE PARLIAMENT IN MAY 1970

Published by
Manager Publication Division
New Delhi

Call No.	INDIA.	PRESIDENT (1969-1974 : V.V. GIRI)
	Parliam	Speech/by President V. V. Giri in the ent in May 1970. — New Delhi: Manager Publicat ion Division, 1970.

Note : It is a fictitious title. Collation may be added as usual. Added entries may be prepared as usual.

Instructions : Head of state entered under Corporate heading --- 21.4D1. Head of State entered subordinately --- 24.18 (8). Subheading for a president consists of the title of the office --- 24.20B.

Title Page : 9

SPEECHES OF JAWAHAR LAL NEHRU
PRIME MINISTER OF INDIA
PUBLICATION DIVISION/NEW DELHI/1960
Call No. 040 KO Pages 240 Size 24 cm.

040	INDIA.	PRIME MINISTER.
KO	Prime M Manager	Speeches of Jawahar Lal Nehru inister of India. — New Delhi : Publication Division, 1960. 240p.;24cm. I. Title.

Instructions : Official communications from heads of government entered under corporate heading for official — 21.4D1. Subheading for head of government acting in official capacity consists of title of office -- 24.20C (Dates and name are not added to subheading like subheading for head of state -- 24.20B1. Head of government entered subordinately -- 24.18 (8).

Note : added entry may be prepared.

Title page : 10

Report on the General Administration of the Government of Punjab 1972 Chief Minister/Government of Punjab.

Note : Gyani Zail Singh is a Chief Minister in 1972.

Call No.	PUNJA	B. CHIEF MINISTER.
	Govern	Report on the general administration of the ment of Punjab. — Chandigarh : Superinten- dent Prin ting and Stationary, 1972.

Note : Call No. Collation and tracing may be given as usual.

Added entries may be prepared as usual. For instructions see title page 9 example of this chapter.

Title pgge 11 :

Rulings/of/Aruna Asaf Ali the Mayor of Delhi/Published by/ Superintendent Corporation/Delhi/1958. She has worked as Mayor in 1957-58.

	DELHI.	(City) MAYOR
Delhi. —		Ruling of Aruna Asaf Ali, the Mayor of Delhi : Superintendent Corporation, 1958.

Note : Call No., Collation and tracing may be added as usual.

Added entries may be prepared as usual.

For instructions see title page 9 example of this chapter with Rule 24.20D also.

Title page 12 :

Bill to amend the existing prive purse in the parliament in Lok Sabha of India.

Presented by the Finance Minister Sh. ABU Supported by Sh. X and P.

Pub: Manager Publication Division, Delhi. 1972.

Call No.	INDIA.	PARLIAMENT. LOK SABHA.
presente Sh. X sion,		Bill to amend the existing prive purses.../ d by Finance Minister Sh. ABU; supported by and P. — Delhi : Manager Publication Divi- 1972.

Note : Call No., Collation and tracing may be given as usual.

Added entries may be prepared as usual.

Instructions : Long title may be abridged if this can be done without loss of essential information....1.1B4.

Legislative bill entered under heading for appropriate legislative body — Legislative body entered as subheading of heading for government — 24.1B(5). For legislative with more than one chamber, chamber is entered as subheading of heading for the legislature — 24.21A. No added entry is required for Sh. X and P.

Title page 13 :

BANKING

A

Bill

to amend for existing banking laws in the

Parliament Rajya Sabha in India

Presented by Indra Gandhi

Supported by

Babu Jagjivan Ram, P.C. Rao,

Y.P. Chavean and others.

Ordered by the Rajya Sabha

to be printed March 1973

Published by

Manager Publication Division

Delhi.

Call No.	INDIA.	PARLIAMENT. RAJYA SABHA.
	presented by Indra Gandhi; supported by Jagjivan Ram..... [et al]. — Delhi : Manager Publication Division, 1973.	Bill to amend the existing banking laws...../
		25p.; 25 cm.
		I. Title II. Gandhi, Indra.

Note : Added entries may be prepared as usual. For insturctions see title page 12 of this chapter. Reference entries may be prepared :—

		INDIA. LOK SABHA.
	INDIA	See PARLIAMENT. LOK SABHA.
		INDIA. RAJYA SABHA.
	INDIA.	See PARLIAMENT. RAJYA SABHA.

Title page 14 :

Twenty Fourth Indian Constitutional Amendment I968/-Delhi/Ministry of Law/1969.

Pages 71p. Size 23 cm. Call No. Z44'N68 K9.

Z44'N68	INDIA.	CONSTITUTIONS. (1968)
		Twenty fourth Indian Constitutional Amendment 1968. — Delhi : Ministry of Law, 1969.
		71p.; 23 cm.
		I. Title.

Instructions : For capitalization see A.20. Constitution entered under heading for jurisdiction — 21.33A. Conventional name of government used and English form of name of place (if any) -- 24.3E and 23.2A, Date added in parenthesis if considered necessary to distinguish between otherwise identical uniform title -- 25.5C. If you want to write language, Language added -- 25.5D.

Note: Added entry may be prepared.

Title page 15 :

Punjab Acts and ordinances 1962/Chandigarh/Printing and Stationary/1963.

Call No. Z443'N62 K3

Accession No. 6789 Pages 213 Size 24cm.

Z443'N62	PUNJAB.	
		[Laws, etc.]
K3		Punjab Acts and Ordinances 1962. — Chandigarh : Superintendent Printing and Stationary, 1963.

Note : Collation and tracing may be added.

Added entries may be prepared as usual.

Instruction : For capitalization see A.20.

Laws governing one jurisdiction entered under heading for jurisdiction governed by them — 21.31B1. Official short title used as uniform title; date omitted here but add if serveral laws entered under same heading -- 25.15A1 and 25.15A2.

Title page 16 :

Treaties of Indo — Nepal on 22 June 1961/Delhi Publication Division, 1961.

341.02654054 — 96	INDIA.	[Treaties, etc. Nepal, 1961 June 22]
	Manager	Treaties of India — Nepal. — Delhi : Publication Division, 1961.

Note : Collation and tracing may be added as usual. Added entries may be prepared as usual.

Instructions : Capitalisation in title for treaties — A.20.

Treaties entered under heading for appropriate corporate body —21.1B2(b). For treaties between two national governments, entry is under first in alphabetical order, with added entry for the other — 21.35A1. Uniform title for single treaties — 25.16B1.

Title page 17 :

Public Sanitation Rules for the Jullundur inforce from 1950 Published by Executive Officer Municipality Jullundur 1950.

Pages 70 size 22cm. Accession No. 1234.

Call No.	JULLUNDUR. (City).	[Laws, etc.]
	inforce	Public Sanitation rules for the Jullundur City from 1950. — Jullundur : Municipality, 1950.
		70p.; 22cm.

Note : Tracing and added entries may be prepared as usual. For instructions and Capitalization see title page 15 example of this chapter.

Title page 18 :

Commentary on Constitution of India/by/Durga Das Basu/ published by/S.C. Sarkar & Sons/Calcutta/1959.

Call No. V44 : 2'N9 J9 Acc. No. 6789.

V44: 2'N9 J9	BASU, Durga	Durga Dass.
		Commentary on Constitution of India/by Dass Basu. — Calcutta : Sarkar, 1959.

Note : Tracing and added entries may be prepared as usual.

Instructions : Entry under commentator as Chief source of information presents item as commentary -- 21.13B.

Title page 19 :

Constitutional History of India/by/Dr. A.C. Kapoor/Published by Kapoor and Sons/Delhi/1960.
Call No. V44 : 2 KO Acc. No. 5678 Pages 340.

V44 : 2	KAPOOR, A.C.	
K O	Kapoor.	Constitutional history of India/by A. C. — Delhi : Kapoor and Sons, 1960. 340 p.

Note : Tracing and added entries may be prepared as usual.
Instructions : The above documents do not contain the text of the constitution of India but these documents are related to the deep study of the Indian constitution and therefore, are treated, as works of personal authorship according to (A.A.C.R. — 2) See -- 1.1F1, 2.1F1, 1.1 and 21.7.

Title page 20 :

A list of Civil Suits admitted in 1971 in the Punjab and Haryana High Court/Registrar/High Court/Chandigarh/1972.
Pages 50 Call No. 347.7545 L2 Accession No. 4567.

347.7545	PUNJAB AND HARYANA. HIGH COURT.	
L2	Punjab Registrar	A list of Civil Suit admitted in 1971 in the and Haryana High Court. — Chandigarh : High Court, 1972. 50p.

Note : Tracing and added entries may be prepared as usuel.
Instructions : Courts entered under heading for appropriate corporate body -- 21.1B2 Courts governing one jurisdiction governed by them -- 21.34. Uniform title for Courts -- 25.15A and 24.18 type 6 and 24.23.

Title page 21 :

Judgement delivered by the District Court Jullundur on the Civil Suit of K.K. Sharma Against the Education Department,

Call No.	PUNJAB. DISTRICT COURT (Jullundur).	
	Jullundur	Judgement delivered by the District Court, on the Civil suit of K.K. Sharma against the Education Department.

Note : Call No; Collation, imprint and tracing may be given as usual.
Added entries may be prepared as usual. For instructions see title page 20 example of this chapter of the book.

SECTION EA

REVIEW RULES OF INSTITUTION/SOCIETY WITH EXAMPLES

Institution/Society (A.A.C.R. — 2)

Colleges and Universities, Museums and Public Libraries, Churches Observatories etc. are ealled Institutions. Sometimes instead of Society the word "Institute or Institution" has been issued but it should not be considered as institution thesc are actually societies such as the Royal Institute of British Architects etc.

Society, which includes a group of people united together under an official name for some specific purpose pertaining to political, Historical, Religious, Scientific, Literary and Social etc. A society differs from an institution which possess its own building designed for definite purpose and contains definite apparatus where as a society may exist without such any building. A society is not purely a local affairs.

According to A.A.C.R. The distinction between institution and society has been abolished for rendering purpose,

General Rule :

Enter an Institution or Society directly under its name except when the rules that follow, provides for entering it under a higher body of which it is a part e.g.

INDIAN STANDARDS INSTITUTION.

PUNJAB NATIONAL BANK (Jullundur)

HINDU HIGH SCHOOL (Patiala) *(24.4C4 of A.A.C.R. 2 — for Cap. A.18E)*

Initial Letters of the Name

If the Institution/Society has used a brief form consisting of the initial letters of the word or Principal words of its name use this form only if it has been written in Capital and lower case letters, or in languages that do not use capitals, if it is so listed in reference sources. e.g.

INSDOC

A reference card may be prepared as INDIAN NATIONAL

SCIENTIFIC DOCUMENTATION CENTRE. (*24.2D of A. A. C R — 2, For Cap. A.1*)

If the different forms of the name are found in the body's own publications, do not include a brief (abbrivation) from which does not provide adequate identificial for cataloguing purposes, prefer the official form of the name wherever found. (*24.2D of A.A.C.R. — 2*)

If two or more bodies (i.e. Institutions/Societies) have the same name, add the name of place or a word or phrase for individualising element. e.g.

GOVERNMENT POLYTECHNIC FOR WOMEN. (Jullundur)
GOVERNMENT POLYTECHNIC FOR WOMEN. (Chandigarh)
PUNJAB UNIVERSITY. (Chandigarh)
PUNJAB UNIVERSITY. (Lahore) (*24.4C, 24.4C4 and 24.4C8 of A.A.C.R.—2*)

If variant Societies/Associations/Institutions have used one name and these Societies/Associations are national, state, Provincial level etc. the name of Country, State or Province etc. should be added in a circular brackets after the name of Society/Association/Institution for Individualisation. e.g.

COMMUNIST PARTY. (India)
COMMUNIST PARTY. (China)
COMMUNIST PARTY. (Pakistan)
INDIAN NATIONAL CONGRESS. (Karnatak)
INDIAN NATIONAL CONGRESS. (Punjab)
INDIAN NATIONAL CONGRESS. (Patiala) (*24.4C2 of A.A.C.R. — 2*)

Similarly if the place is insufficient for individualising a society or Association or Institution, add in circular brackets the year of establishment or the inclusive years of existence if the same name is used by bodies that cannot be distingushed sufficiently by place name. (*24.4C9 of A.A C.R. — 2*)

If date and place are also insufficient to individualising the Society/Association and Institute/Institution add other suitable

designation/qualification in circular brackets for individualisation. *(24.4C3 and 24.4C10 of A.A.C.R. —2)*

Modification of Names :

If any Institution/Society begins with one or more abbreviation of forenames followed by Surnames, write the forenames, surname in the Heading as it appears in the chief source of information. *(24.2B of A.A.C.R. — 2)*

e.g.

M. ROBERT GOMBERG MEMORIAL COMMITTEE.

W.H. ROSS FOUNDATION FOR THE STUDY OF PREVENTION OF BLINDNESS.

Omit an initial word or phrase of the corporate body if it is not an integral part of the name. *(24.5C3 of A,A.C.R. — 2)*

If the adjectival term is needed to make it clear for the corporate body write it in the end if that is grammatically possible. *(24.5C2 of A.A.C.R. — 2)*

Change of Name :

If any Institute/Society change its name after two or more years, the entry should be prepared from the latest name which is in use in the life time of the body better known to the users. A cross reference entry should be prepared of the unfamous name. e.g.

STATE BANK OF PATIALA (Patiala)

The name of former Patiala State Bank, Patiala was changed in 1947 to State Bank of Patiala. Works by this body are entered under the name which is the latest. (24.4C6 of A.A.C.R.—2)

Subordinate and Related Bodies

Boards, trustees and other governing Bodies are treated as Subordinate elements of the Corporate body. It should be rendered under the higher body. e.g.

BANARAS HINDU UNIVERSITY. *Department of Library Science.*

AMERICAN LIBRARY ASSOCIATION. *Division of Cataloguing and Classification.*

PUNJAB NATIONAL BANK. *Advisory Committee on Agricultural Credit. 24.13 of A.A.C.R. —2)*

If a church etc. is located in the boundry of the institution and its name is not associated with a local place, cnter it under its name. Add the name of the district or country in which it is located which ever is most appropriate, if its name does not appear to be unique. e.g.

BANARAS HINDU UNIVERSITY. *Mandir.*

YALE UNIVERSITY. *Church of Christ.* (*24.13 of A.A.C.R. — 2.*)

Societies of Temple, Church Mosque, Gurdawara.

These should be entered under important form if there is no important form than entered the name of person(s), object, place as the case may be or enter with the name of place on which local temple, Gurdawara etc. is situated (*24.3G of A.A.C.R. — 2*)

In A.A.C.R. — 2, there is no separate rules for museums, gallories Hospitals, Libraries and Airports Radio and Television Station etc., These are rendered under the corporate bodies. These should be entered direct under the predominent name society or principally of its call letters if the name does not convey the idea, add the words Museum, Gallories, Hospitals, Radio/ Tclevision station etc. and the name of place in parenthesis connected with colon symbol. (*24.4C4 to 24.4C8, 24.10B, 24.11, 24.12 of A.A.C.R. — 2*)

e.g.

AERODROM (Patiala)

ART GALLERY (Chandigarh)

PUNJAB STATE LIBRARY (Patiala)

AKASH WANI JULLUNDUR (Radio Station)

DURDARSON JULLUNDUR (Televion Station)

RAJINDRA HOSPITAL (Patiala)

If a Subordinate body come directly under its own name and its name does not belong to the higher body. It should be entered direct e.g.

PUNJAB TEACHERS ASSOCIATION.

A Reference card should be prepared as under :—

PUNJAB SUBORDINATE SERVICES FEDFRATION.
Punjab teachers Association.

See

PUNJAB TEACHERS ASSOCIATION.

Reference card of Extention Library, Ludhiana may be prepared as such.

PUNJAB UNIVERSITY, Chandigarh. Extention Library Ludhiana.

See

EXTENTION LIBRARY, Ludhiana. *24.12 of A.A.C R. — 2)*

I have already explained that the distinction between Society and institution has been abolishsd, by the A.A.C.R.

Local Church-Temple, Mosque, Gurudawara etc.

Add the name of a local temple, mosque, gurudawara, Church etc. the name of the place in which it is located, if the location is not clear from the name itself.

WISHVANATH TEMPLE (Varanasi)

HYDE PARK UNION CHURCH (Chucago)

ST. PAUL'S CATHEDRAL (London)

GOLDON TEMPLE (Amritsar)

KALE DEVI TEMPLE (Patiala) *24.4C4, 24 4C6, 24.10 of A.A.C.R. — 2)*

When there is a choice between the name of a formerly independent municipality and the name of a larger local jurisdiction in which it has been absorbed, prefer the name of the more specific jurisdiction if it continue to function under the same name as a Corporate element of large jurisdiction e.g.

GURUDAWARA (Patiala : Dukhanmaran)

ST. GEORGE'S CHUHCH (Brookwa ; Episcopal) *24.10 of A.A C.R. — 2)*

SECTION E B

SPECIMEN ENTRIES OF INSTITUTION/SOCIETY.

Title page 1 :

International Trends in 1970/An International Survey/International Bureau of Education/Unesco/Paris/1970.

Pages 61 Size 23cm Call No. T. 1'N7t4 Acc. No. 5567.

T.1'Nt4	INTER	NATIONAL BUREAU OF EDUCATION.
	Survey.	Educational trends in 1970; an International — Paris : Unesco 1970.
		61p.; 23cm.
		1. Education. I. Title.

Instructions : Other Title information preceded by colon — 1.1A1. Work from corporate body is entered under heading for body — 21.1B2. For Capitalization — A.18E For heading statement — 24.3B.

		EDUCATION
T.1'N7t4	INTER	NATIONAL BUREAU OF EDUCATION.
		Same as main entry.

		EDUCATIONAL trends in 1970.
T.1'N7t4	INTER	NATIONAL BUREAU OF EDUCATION.
		Sameas main entry.

Title Page : 2

Indian School of International Studies/Delhi.

Report on the working of the Indian school of international studies 1957-58.

A. Appadorai Director of the Indian School of International Studies.

Published by

Indian School of International Studies

Sapru House Delhi

1958

Call No. Sz. 44, g. N55 : 3'N58r J8

Pages 56 Size 23cm. Accession No. 6789.

C. INDIAN SCHOOL OF INTERNATIONAL STUDIES (Delhi).

I ernati Report on the working of the Indian School of onal studies. 1957-58. — Delhi : I S I.S, 1958.

50p. ; 23cm.

Tracing and added entries may be prepared as usual.

Instructions : Work from corporate body is entered under heading for body — 21.1B2. Publisher abbreviated as it already appears in statement of responsibility area — 1.4D4. For heading statement — 24.3B.

Title Page 3 :

Prospects of
Government Polytechnic for women,
Jullundur. (Director of Industries Training Punjab)
1972

Published by
Department of Industies Punjab
Chandigarh.
1972

C. GOVERNMENT POLYTECHNIC FOR WOMEN (Jullundur).

Jullundur. 1972. Prospects of Government Polytechnic for women. — Chandigarh : Department of Industries Punjab,

24p.

Tracing and added entries may be prepared as usual.

Instructions : Work of admission nature from Corporate body and dealing with body itself is entered under heading for body 21.1B2. Body entered directly under name 24.1. Addition of local place name in which body is located. — 21.4C3 and 21.4C4 & 24.4C3, 24.4C4.

Title Page 4 :

Report/the Department of Library/Banaras Hindu University.

Call No.	BANAR B.H.U.	AS HINDU UNIVERSITY. *Department of Library Science.* Report; the department of Library science, Call No. Imprint, Collation and tracing may be added as usual. Added entries may be prepared as usual.

Instructions : Work from corporate body is entered under the heading for the body — 21.1B2. Body is entered as a subheading of the name of the body to which it is subordinate because its name contains a word normally implying administrative subordination — 24.13 type 4.

Title Page 5 :

Educational Reconstruction Seminar Report
held on 17th-18th, August, 1963
Bombay Gandhi Smarak Nidhi
Published by
Bombay Gandhi Smarak Nidhi
Bombay
1963

Call No. T15.2'N6 K3 Pages 73 Size 21 cm.

Accession No. 5678

T15.2'N6	BOMBA rt, held o N., 1963.	Y GANDHI SMARAK NIDHI. Educational reconstructions; Seminar repo- n 17-18th, August 1963. — Bombay: B.G.S. 74p.: 21cm. 1. Education, Elementary. I. Title.
K 3		

Instructions : Work of administrative nature from corporate body and dealing with its education resources is entered under heading for body — 21.1B" Body entered directly under the name by which it is identified — 24.1. It neither Seminar nor report. It is a work of the Institution/Society. It is not come in the area of Conference nor Symposia.

Title Page 6 :

Seven hundred experiment for every one/compiled by/Unesco foreword by Gerald Wendt/Revised and Enlarged edition/Doubleday & Co. Ins. Garden City, New York/1962.

Pages 250 with some illustrations. Accession 4568

Call No. 507.2 K2

507.2	UNITE	D NATIONS EDUCATIONAL SOCIAL AND
K 2		CULTURAL ORGANIZATION;UNESCO
	Rev. and	Seven hundred experiment for every one. -- enl. ed. — NewYork: Doubleday, 1962.
		250p.: ill.
		1. Science—Experiments. 1. Title X Unesco

Instructions : Work emanating from corporate body and recording its collective thought is entered under heading for body — 21.1B2. For responsibility of the work 21.4B. Body entered directly under the name by which it is predominantly identified in item issued by that body in its language — 24.1. It is known in both names. Thus references will be required from the alternative forms of name — 26.3A3.

Title page 7 ;

Report of the Advisory Committee of Libraries/Government of India/Ministry of Education/New Delhi/1959/Chairman/K.P. Sinha/

(Committee was established in 1958).

Call No. 2.44'N58t J 9 Accession No. 1423

N.	INDIA.	ADVISORY COMMITTEE OF LIBRARIES (1958).
J 9	Delhi :	Report of the advisory committee of libraries. — Ministry of Education, 1959. 103p. Chaired by K. P. Sinha.

Note : Tracing and added entries may be prepared.

Instructions : Work from corporate body and recording its collective thought (in this case the report of a committee) is entered under heading for corporate body — 21.1B2. Government agency implying administrative subordination (i.e. Committee) entered subordinately — 24.18, type 2. No specific rule for making added entry under heading for chairman of committee, but rule instructing that one be made for name having relationship to work that would provide important access point has been used as authority — 21.30F.

Section F A

Review Rules of Conferences with exmaples

Conference

Features : It is an assembly of persons who have some common interest or a common thing to discuss and such meetings do not have permanent existence. These assemblies may comprise of persons representing various bodies or individuals who agree to sit together and deliberate over an issue of common interest.

e.g.

International Conference of Religious held at Varanasi in 1964.

Indian Scientist Congress held at Banglore in 1968.

Each and every Conference has a specific name. The other three distinctive features in addition to a name of the place where it is held, number of conference and the year or time of meeting when it is held.

Rendering with rules/Non diplomatic

Enter a Conference, Congress, Convention, Symposia or other meeting under its name followed in many instances by one or more of the following elements : Number : Date : place etc.

INTERNATIONAL CONFERENCE OF PRINTING RESEARCH INSTITUTES (5th : 1959 : Bethlehem)

INTERNATIONAL CONFERENCE OF SCIENCE INFORMATION (1959 : Washington) (*24.7 to 27.7 B4 of A.A.C.R.—2*)

If a Conference has both a specific name of its own and a more general name as one of series of conferences, enter it under its specific name e.g.

CONFERENCE ON LIBRARY DEVELOPMET. Punjab Library Association (1967) (*24.7B2 to 24.7B4 and 24.13 of A.A.C.R.—2*)

If a Conference is one of a series of numbered Conferences of the same name follow its name by abbreviation of the ordial number in English. If the number is only inferred from the nnmbering of other Conferences in the series, use the implied

number, enclose it in brackets. If the numbering is irregular, it may be omitted from the heading; an information card may be made to explain the irregularities. *(24.7B2 of A.A.C.R—2)*

The name of the place in which a Conference was held follows the name. *(24.7B4 of A.A.C.R.—2)*

e.g.

WORKSHOP CONFERENCE ON THE ROLE OF THE DIRECTOR OF MEDICAL EDUCATION IN THE HOSPITAL (1959 : Chicago).

ALL INDIA KISAN CONFERENCE (1973 : Bhatinda).

INTERNATIONAL CONFERENCE OF HINDU RELIGION (4th : 1966 : Delhi).

If the place is a part of the name of the Conference, it may not be repreated. e.g.

CHANDIGARH LIBRARY CONFERENCE (1967).

PARIS PEACE CONFERENCE (1919).

Prefer the name of the institution at which the conference held to the Geographic name of the place if it provides a better identification. In this case give it in the language used for the name of the Conference, if it so appears on the publication; otherwise give it in the language in which it does appear. Very long names may be represented by brief names. *(24.7A, 24.7B2, 24.7B4 of A.A.C.R.—2)*

Add the year in which the Conference was held if the heading is for a single Conference, specific dates are used if necessary to identify the meeting. *(24.7B3 of A.A.C.R.—2)*

e.g.

PUNJAB KISAN CONFERENCE (1968: Ludhiana)

MADHYA PRADESH LIBRARY CONFERENCE (1964: Indore)

PUNJAB PRINCIPALS CONFERENCE (1970 : Chandigarh)

Diplomatic Conference

No rule has been given for it under the heading of Conferences, Meetings etc. in A.A.C.R. —2 but it has been given some hint under the Rule 24.3C2 foot note 9. It is written as under :—

"Examples of bodies to which this rule applies are religious bodies, fraternal and knightly orders, church councils, and diplomatic Conferences. If it is necessary to establish a heading for a diplomatic conference that has no formal name and has not yet acquired a conventional name, use the name found most commonly in periodical articles and newspaper accounts in English. If later, another name becomes established, change the heading to that name.

etg.

GEENVA SUMMIT CONFERENCE (1956).

BANDUNG CONFERENCE (1955).

ARAB UNITY MEET (1969 : Baghdad).

If the sessions of one Conference were held in two places, use both names. If there are more than two. use only the principal or first named one, followed by the word 'etc...'

e.g. (*24.7B4 of A.A.C.R.—2*)

WORLD PEACE CONFERENCE (1st : 1949 : Paris and Praque)

WORLD PEACE CONFERENCE (1973 : Moscow).

INTERNATIONAL GEOLOGICAL CONFERENCE (15th : 1929 : Pretoria, etc.).

SECTION F B

SPECIMEN ENTRIES OF CONFERENCE

Title Page 1 :

Proceeding of the Conference on Agricultural Economy held at Banaras Hindu University Varanasi in 29-30 March 1972.

N.	CONFERENCE ON AGRICULTURAL ECONOMY (1972 March 29-30 : Banaras Hindu University, Varanasi).
Economy March	Proceeding of Conference on Agricultural : Banaras Hindu University, Varanasi, 29-30 1972. —

Note : Collation, Call No., imprint and tracing may be added.

Added entries may be prepared as usual.

Instructions : Conference as corporate body 21.1B1 & 21.1B2(d). Place and date added to heading—24.7B1. Capitalization A.18E.

Title Page 2 :

International Symposium/Genetics and Plant Breeding in South Asia/New Delhi/January/1957/The Indian Society of Genetics and Plant Breeding and Unesco South-Asia Science Corporation Office/Paris.

(Conference with sponsoring body)

Call No. J : 6p1,N57 J8.

J:6p1.N57	INTERNATIONAL SYMPOSIUM : GENETICS AND PLANT BREEDING (1957:South Asia : New Delhi).
J8 Genetics 1957. —	Proceeding of International Symposium : and Plant Breeding in South Asia, New Delhi, Paris : Unesco, 1957.

Note : Collation and tracing may be added.

Added entries may be prepared as usual.

Instructions : Conference as corporate body — 21.1B1. Work which records the collective activity of a conference entered under heading for that body— 21.1B2(d). Enter directly under name — 24.1. Addition of date and location — 24.7B3 and 24.7A4. Symposium is a possible alternative name — 26.3A1.

Title Page 3 :

Proceeding of Eight Conference of Indian National Commis-

sion For Co-operation with Unesco held at Madras, August, 29 and 30th, 1967/Published by/Ministry of Education/Delhi/1969.

Page 172 Call No. T15p2,N5 K9 Acc. No. 6789

TI5p2,N5	CONFE	RENCE OF INDIAN NATIONAL COMMISSION FOR CO-OPERATION WITH UNESCO (8th : 1970 : Madras)
K9	mission August stry of	Eight Conference of Indian National Com- for Co-operation with Unesco, Madras, 29-30 1967 : Conference proceeding. — Delhi : Mini- Education, 1969.
		172p.
		1. Education, Elementry. I. Title.

Instructions : Conference as corporate body — 21.1B1 and 21.1B2(d). Word denoting number omitted from heading for heading for conference 24.7A. Number, place and date added to heading — 24.7B2., 24.7B4 and 24.7B3 respectively.

Title Page 4 :

Library Movement in India/Paper presented to the first Delhi Library Conference, 1957/and/the Proceedings of the Conference/ Edited by/P.N. Kaula/with a foreward by/Dr. S. R. Ranganathan/ Delhi Library Association/Delhi/1961.

Call No. 2.44'N5 K1 Accession 45671 Pages 707 Size 24cm.

2.44'N5	LIBRAR	Y movement in India : Papers presented to first
K1		Delhi Library Conference 1957; and the proceeding of the Conference/edited by P. N. Kaula; with foreword by S.R. Ranganathan — Delhi : Library Association, 1967.
		707 p.; 24cm.
		1. Library Science — India I. Kaula, P.N.,ed.

Instructions : The typography of the title page, and the use of the indefinite articles — 21.1B1, indicate that this is a conference which lacks a name and so is entered under title — 21.5A.

		LIBRARY SCIENCE — INDIA
2.44'N5	LIBRARY	movement in India :
K1		same as main entry.
		KAULA, P.N., ed.
2.44'N5	LIBRARY	Moment in India :
K1		Same as main entry.

Title page 5 :

Proceedings of the Conference of Headmasters/department of Public Instructions/Punjab/Chandigarh 1970/Published by Director of Public Instructions Chandigarh 1971.

Call No. 370 PUB Pages 45 Size 24cm.

370	CONFE	RENCE OF HEADMASTERS (1970 : Department of Public Instructions, Punjab, Chandigarh).
PUB	Public ceedings ions, 197	Conference of Headmasters; Department of Instructions Punjab 1970 : Conference Pro- — Chandigarh : Director of Public Instruct- 1.
		45 p., 27cm.

Note : Tracing and added entries may be prepared as usual.
Instructions : Conference as corporate body 21.1B1. Place and date added to heading -- 24.7B1. Entry direct under name -- 24.1

Title page 6

Proceedings of the World Peace Conference Moscow.
Call No. V1p2, N73 L3 Accession No. 890.

V1p2.N73	WORLD	PEACE CONFERENCE (1973 : Moscow)
L3	Moscow,	Proceedings of world Peace Conference, 1973.

Instructions : Conference as corporate body - 21.1B1 and 24.13. For year and location -- 24.7B3 and 24.7B4. Entry beginning 'Proceeding....'is unhelp-

SECTION G A

REVIEW RULES OF THE PERIODICAL AND SERIAL WITH EXAMPLES

Periodical and Serial Publication

In all types of libraries, periodicals are subscribed. In special and University libraries, readers demand periodicals to know the latest developments in their subject and in other academic and public libraries, periodicals are demanded for recreation and information purposes.

A.L.A. Glossary defines a periodical: "A serial in parts which are not monographs and usually contain articles by several contributors. It generally has a distinctive title and the successive numbers or parts are intended to appear at stated or regular intervals and as a rule for an indefinite period."

In A.A.C.R. — 1967 (Page 345) periodical is defined as under — "A serial appearing or intended to appear indefinitely at regular or stated intervals, generally more frequently than annually, each issue of which normally contains separate, articles, stories or other writings. Newspapers disseminating general news, and the proceeding, papers, or other publications of corporate bodies primarilly related to their meetings are not included in this term."

In A.A.C.R. — 2: A publication in any Medium issued in successive parts bearing numerical or chronological designations and intended to be continued indefinitely. Serials include periodicals, newspapers; annuals (reports, yearbooks etc.) the journals, memoir, proceedings, transactions, etc., of societies; and numbered monographic series.

In view of the above, the information given in the body of the entry should be limited according to Chapter 12 of A.A.C.R. — 2 as follows :—

(A) A serial that changes its title or that is entered under a corporate body that changes its name during the course of publication is normally catalogued with a separate entry for each new title or new name of the corporate body. A note relates the new title of the serial it continues.

(B) A serial publication in several Volumes with different bibliographical details is described from the latest volume, with the variations from that volume noted, where as a monographic work in several volumes if catalogued from the first volume, with variations noted.

(C) The subtitle is omitted.

(D) The author statement does not appear in the body of the entry.

(E) The editor statement is given as a supplementry note in stead of in the body of the entry, because the more prominent position, following the title is devoted to the statement of holdings and because, when editors are changed, the adding of that information is more convenient and economical if the editor statement has been given in a note.

(F) The catalogue entry for a serial publication should show which parts of it are in the library's collection or refer to another catalogue such as the shelflist or a special record of serials.

(G) An important features for the characterization of a serial and occasionally for its identification is the frequency of its publication.

(H) If the statement of holdings does not show the duration of publication, supplementary notes are essential to show it. This includes the facts of suspension and resumption of publication.

(I) If a serial is the organ of a society or other body, may be stated.

(J) If the serial publication have special number this must be described. (*See Chapter 12 of A.A.C.R.—2*)

Thus a serial should be entered under title. Title should be used as Heading. Changing in title of a serial should be noted and the description should be based on the particulars from the latest volume or issue.

In view of Chapter 12 of A.A.C.R.—2 from Rule 12.0 to 12.10 the following sections of the main entry in case of a periodical serial publication may be made.

Body of the Entry : or Organisation

Call Number : A.A.C.R. — 2 is silent for Call Number, but it described in A.A.C.R. — 67 clearly. If the call number of all the volumes is the same, it may be given.

2. Heading section : Title including imprint including ycar of Publication and subtitle and statement of responsibility. (*12.1 to 12.1F4 of A.A.C.R. — 2*).

3. Note section :

31. **Frequency** : If not included in the title it should be given by describing a single adjective in abbreviation or brief phrase :

32. Source of title proper if any (*12.7B3 of A.A.C.R. —2*)

33. Variation in title if any (*12.7B4 of A.A.C.R. —2*)

34. Parallel title and other title information if any (*12.7B8 of A.A.C.R. —2*)

35. Statements of responsibility (editor) (*12.7B6 of A.A.C.R. —2*).

36. Relationship with other serial (i.e. translation, continuation, merger, split, absored, reproduction etc. if any) (*12.7B7 of A.A.C.R. —2*).

37. Numbering and chronological statement if any (*12.7B8 of A.A.C.R. — 2*).

38. Publication distribution if any (*12.7B9 of A.A.C.R.— 2*)

39. Physical description if needed and attached material (*12.7B10 and 12.7B11 of A.A.C.R. —2*).

Besides these and sections, these notes are also be furnished if required :

(A) **Important variation of the title** : In these circumstances, entry should be made under the latest title, with brief entry under any earlier titles referring in both cases to the title. These are applicable when a periodical after change of title maintains the sequence of the volume number from the last volume of the earlier title.

(B) Important changes of place of publication and publisher.

(C) Indexes of supplements that are not catalogued separately.

Many societies, institutions and government organisations issue periodicals under their names or with their authority. Such periodical publications containing only the transactions and proceedings of their organisations appearing at long intervals without any distinctive title, are to be entered under the name of the Corporate body. If such periodicals are issued at regular intervals under a distinctive title containing the requirement of a regular periodical, entry should be made under the title with an added entry under the name of the corporate body —.

Periodical publications required two types of entry :—

1. Open Entry.
2. Closed Entry.

Open Entry : It is adopted if the periodical publication is current in the library.

Closed Entry : It is adopted if the periodical publication has ceased or discontinued or having incomplete sets in the library. As I already described in the holdings the first volume and the year are written in open entry and in closed entry latest volume and the year are also written. *(12.3F of A.A.C.R. — 2)*

The Serial Periodical Publication not Issued either by a Corporate Body or Personal Authorship.

Later a serial that is not issued by or under the authority of a corporate body as well as of personal authorship under its title.

Enter a periodical, monographic series or a serially published bibliography. Index directory, biographical dictionary, almanac, or Yearbook issued by or under its title with an added entry under the Corporate body. *(21.1C and 21.3A2 of A.A.C.R.—2)*

Exception : If the title includes the name or the abbrevation of the name of the corporate body, or consists solely of a generic term that requires the name of the body for adequate identification of the serial, enter it under the body. *(12.7B2 of A.A.C.R.—2)*

Entry under title.

HERALD of Library Science Sarada Ranganathan Endowment for Library Science.

Entry under Corporate Body.

UNIVERSITY OF LONDON HISTORICAL STUDIES.

Change of Title, Author or Name of Corporate Body.

If the title of a serial changes, if the corporate body under which it is entered changes or undergoes a change of name, or if the person under whom it is entered ceases to be its author, made a separate entry for the issues appearing after change. (*21.3B and 21.9 of A.A.C.R.*—2)

If the change in title is either of very short duration or of a very minor character, however, it is simply noted on the existing entry. (*21.2C of A.A.C.R.*—2)

Supplements of Serial Publication :

A serial publication if important, are described in the same manner as supplements to monographic publications. If serial is known as independent work or if it is classified separately, they are catalogued as independent entries. (*12.1B3 to 12.1B5 of A.A. C.R.*—2)

Special Number :

Special numbers of serial publications present as such, no particular problem of description is arised. They are catalogued as separate works, with the relationship to the regular numbers shown, catalogued with analytical entries or simply noted informally. If they are to be shelved with the regular numbers and are of minor importance they may be disregarded. (*12.1B6 of A.A. C.R.*—2)

12.7B17 of A.A.C.R.—2 deals with the indexes of serial and periodical publication.

The following information for each index noted is recorded in the following order :—

(1) Kind of Index i.e. author, subject etc.

(2) Number and dates of Volumes indexed.

(3) Location of the index in the set, if it is continously paged with the serial's pagination or numbered as a volume or part of the serial.

(4) The size of the index, if different from the serial.

Analytical Entries :

Serials that are parts of other serials can generally be described by means of an informal note in the catalogue entry for the main work. An added entry for the title, or the author and title, of the part serves as an analytical entry. (*21.30M of A.A.C.R.—2*)

Added Entries of Periodical/Serial :

Usually two to three types of added entries of a periodical/ serial are to be made.

These are written as under :—

(1) Subject added entry.

(2) Editor/compiler added entry.

Serial/Periodical Subject Entry.

In order to bring together all the periodicals of a subject, subject added entry is essential. The subject heading should be the form division 'Periodicals' as sub-heading.

Enter the subject followed by a dash and than write the word 'Periodicals'. All these should be written in Capital words. e.g.

LIBRARY SCIENCE—PERIODICALS.

BOTANY—PERIODICALS

CHEMISTRY—PERIODICALS

PSTCOLOGY—PERIODICALS. (*A.A.C.R.—2 is silent about the subject entry*)

Editor Added Entry :—Added entry of editor of the serial may also be prepared as sometimes, serials are known with their famous editors. e g.

BHATIA, Sant Ram, ed.

KAULA, Prithvi Nath, ed. (*21.30D of A.A.C.R.—2*)

Periodicals are also issued by Corporate bodies. If such serials contain only proceedings, transactions and reports and appear at a long intervals without any distinctive title, the main entry is to be rendered under the name of the corporate body. There is no need of title entry. In case the serial has a distinctive title but it conforms with the stated earlier in contents and frequency the entry should be made under the corporate body with an

added entry under the title. If they have a distinctive title regularly containing various articles and features, the main entry will be made under the title and the added entry should be made under the name of the corporate body e.g.

TATA INSTITUTE OF SOCIAL SCIENCES.

(The Indian journal of Social Sciences is published under a corporate body of Tata Institute of Social Sciences.)

SARADA RANGANATHAN ENDOWMENT FOR LIBRARY SCIENCE.

(Herald of Library Science is publised under a corporate body, Sarda Ranganathan Endowment for Library Seience). (*21.30A of A.A.C.R.—2*)

SECTION G B

SPECIMEN ENTRIES OF PERIODICAL/SERIALS

Title page 1 :

Comparative Education Review/Published at/Kent State University/Kent/Editor ; Andreas M. Kazamas.

Note : It is a quarterly periodical and four issues make a volume. It has been started from 1957. Class No. Tm 13,N37.

Tm13,N37 COMP ARATIVE Education review. — Vol. 1, no. 1 (Jan. 1957). — —Kent : University, 1957.

v.; 24cm.

Quarterly. —"Contribution appears in English.

Editors : 1957 — Andreas M. Kazamas.

1. Education — Periodicals. I. Kazamas, Andreas M., ed.

Instruction : For capitalization -- A.4A. Chronological designation recorded in terms used in item 12.3C1.

General Instructions : It is a corporate body but not falling within any of the categories listed at 21.1B2 is entered under title -- 21.1C (3) and 21.1C (2). Title transcribed as it appears in chief source of information -- 12.1B1 (Chief Source of information for a printed serial is the title page of the first issue -- 12.0B1) Suppose if the first word of the title of a work entered under the title proper is an article (A, An, The) the nest word also is capitalised -- A.4D. Numeric designation of first issue recorded - 12.3B1. Arabic numerals substituted for Roman in issue statement i.e. Chronological designation recorded using standard abbreviations -- B.15 and enclosed in brackets -- 12.3C1 and 12.3C4. Source of information for numeric and chronological designation is title page, other preliminaries and colophon - if any - 12.0B1. If there is a completed serial, designation of first issue is followed by that of last 12.3F. Publication area includes : Place of publication - 12.4C1, Name of publisher - 12.4D1, and for completed serial, date of publication of first and last issue separated by hyphen -- 12.4F3, Specific material designation for printed serial is 'V' --12.5B1 (if any) Dimension of serial is recorded - 12.5D1. Frequency recorded in note 12.7B1. Editor of serial's name is not essential - 12.7B6.

EDUCATION — PERIODICAL

Tm73,N57 COMP ARATIVE Education Review. —

Same as main entry.

Title page 2 :

Herald of Library Science
Sponsored by
Sarada Ranganathan Endowment of
Library Science
Office
C1 Banaras Hindu University
Varanasi — 5 (India)
Editor P.N. Kaula

The first volume was published in 1962. The library has upto date bound volumes.

Class No. 2m44, N62. Size 24cm. Publication Quarterly.

2m44,N62	HERAL	D of Library Science. — Vol. 1, no. 1 (Jan. 1962) — . — Varanasi : Sarada Ranganathan Endowment for Library Science 1962 — . v. ; 24cm. Quarterly. Library has kept upto date. Editor : 1962— P. N. Kaula. 1. Library Science — Periodical. I. Kaula, P.N.. ed.

Instructions : Transcription of title -- 1.1B1. Volume designation and dati g -- 12.3B1, 12.3C1 and 12.3C4. Publication details -- 1.4 and 12.4. Date followed by hyphen and four spaces 12.4F1. Specific material designation for a printed serial is 'v'. For a serial that is still in progress, this is preceded by three spaces -- 1.5B5 and 12.5B1. Physical description of a printed serial 2.5 i.e. the chapter dealing with the type of material to which this serial belongs. Note on frequency -- 12.7B1. Note on library's holding if required -- 1.7B20, 2.7B20 and 12.7B20. Note on editor statement -- 12.7B6.

		LIBRARY SCIENCE — PERIODICAL
2m44,N62	HERAL	D of Library Science. —
		Same as main entry.

Note: A.A.C.R.--2 is silent about it.

		KAULA, P.N., ed.
2m44.N62	HERAL	D of Library Science. —
		same as main entry.

Added entry of editor of the serial is not essential. Provision is given for editor entry -- 21.30D.

Periodical that has changed its title but has continued the serial of volume number.

Title page 3 :

All India Co-operative Review/edited/by/P.N. Gupta/Published/and sponsored by National Co-operative Union of India/Delhi/After the four volumes the periodical has changed its title as Indian Co-operative Review. It is a quarterly periodical and started it first publication from 1960. Its volume sequence is never disturbed. Call No. XMm44,N60 Library has since 1962 vol. size 28cm.

XMm44,N60	ALL In	ia Co-operative Review.— Vol.1 (1960)—
		v. 4 (1964).— Delhi : National Co-operative
		Union of India, 1960-1964.
		4v.; 28cm,
		Quarterly.
		Continued by : Indian Co-operative Review.

Note : tracing may be given.
Instructions : see next example.

XMm44,N60	INDIA	Co-Operative Review. — Vol.5 (1965).—
		Delhi : National Co-operative
		Union of India, 1965.
		v.; 28cm.
		Continues : All India Co-operative Review

Instructions : Two items presented together to compare entries for completed and current serials. For Current serial, hyphen and four spaces follow numeric and chronological designation of first issue - 12.3B1 and 12.3C4. For completed serial, designation of last issue follows the hyphen - 12.3F. In publication area, year of publication of first issue of a current serial is recorded followed by a hyphen and four spaces - 12.4F1. For a completed serial, the year of the last issue is recorded after the hyphen - 12.4F3. Specific material designation for printed Serial (i.e. 'v'.) is preceded by three spaces if the serial is current - 12.5B1. If it is completed, it is preceded by the number of parts - 12.5B2 Note on relationship with other serial - 12.7B7 (b) and 12.7B7 (c).

Work emanating from corporate body but fall under title - 21.2A. Separate main entry made if the title proper of a serial changes - 21.2C.

Note : If Serial is part of a serial rules are not clear for its treatment. The particular situation is not specifically covered in the rule for relationships with other serials. Although the rule does state that a note should be made about a relationship with any simultaneously published serial.

Title page :4

The Annals of Mathematics by Mathematical Society Delhi. The periodical, first published in 1933 and ceased in 1948. The Library has not received 5,8 and 9 Volumes of this periodical. The periodical was edited by Ram Singh from V. 1 to 4 and Sham Rai from V. 5 to 9 and Jadish Rai from V. 10 to 16.

It was a quarterly periodical.

Class No. Bm44,N33 Size 26 cm. Charts are also available in the periodicals.

C. THE ANNALS of Mathematics.—Vol. 1(1933)—v. 16(1948).—
Delhi: Mathematical Society, 1933—1948.
16 v.: chart; 26 cm.
Quarterly.
Issued as v.5, 8 and 9 not received.

Note : Tracing and added entries may be prepared.
Instruction : Serial that has ceased publication. Entry under title because personal authorship is diffuse — 21.1C(1). For recording in the note section Rules are not clear. For more description see the General instructions given below the entry of the example title page 1 in this chapter (i.e. Section G B)

Title Page 5 :

Merged : Absorbed Periodical.

C. | JOURNAL of Science. — Vol. 1(1952) — v. 4(1956).—

Patiala : Indian Society of Adults, 1952—1956.

4v.; 23 cm.

Monthly.

Absorbed by Scientific monthly, 1957.

1. Science — Periodical. I. Scientific Monthly.

Note : Subject added entry may be prepared.

SCIENTIFIC Monthly. — Vol. 1(1957)—

. — Patiala : Indian Society of Adults, 1957—

v.;23cm.

Monthly.

Absorbed : Journal of Science.

Instruction : Two items presented to gether to compare entries for absorbed (i e. completed and Current Serials) Statement in Note for 'absorbed by and absorbed' — 12.7B7(f). For other items see of this chapter (i.e, G B Section) example Title page 3, Instructions.

Title Page 6 :

Journal of Science/Sponsored by Science Society/Delhi/It started its first Publication from 1940. It is a quarterly journal. After five years it has been splitted into three parts. i.e. (1) Journal of Pharmacy (2) Journal of Medical Science (3) Journal of Engineering. The sponsored body has not been splitted. The each journal has started its own sequence. Frequency of all the Journals are quarterly. Volume completes in a year.

Size 23cm.

JOURNAL of Science. -- Vol. 1(1940)— v.5(1944). —

Delhi : Science Society, 1940 — 44.

5v ;23cm.

Quarterly.

Split into : Journal of Pharmacy; Journal of Medical Science ; and, Journal of Engineering.

Note : Tracing may be given as usual.

JOURNAL of Pharmacy. — Vol. 1(1945) — . —

Delhi ; Science Society, 1945—

v.;23cm.
Quarterly.
Continues in part : Journal of Science.

Tracing may be given as usual.

JOURNAL of Medical Science. — Vol. 1(1945) — .—

Delhi : Science Society, 1945—

v.;23cm.
Quarterly.
Continues in part : Journal of Science.

Tracing may be given as usual.

JOURNAL of Engineeinng. — Vol. 1(1945)— . —

Delhi : Science Society, 1945—

v.;23cm.
Quarterly.
Continues in part : Journal of Science.

Instructions : These are the four examples of a split serials. Serial that has ceased publication designation and dates given for first and last issues. — 12.3F. Notes on statement of responsibility — 1.7B6, 2.7B6 and 12.7B6. Serial is part of other serials but rules are not clear as to treatment. The particular situation is not specifically covered in the rule for relationship with other serials. Although this rule does state that a note should be made about a relationship with any simultaneously published serial — 12.7B7(e) If it is not covered an alternative solution would be to record the other serial in serial area — 12.6B1.

Title Page 7 :

Serial ceased (Modern Librarian) and started with a new title Indian Librarian after 35 years new title starts. e.g. — New Librarian.

INDIAN Librarian. — Vol. 1(1945) — v.35(1980). —

Jullundur : 233 Model Town, 1945—1980.
35v.;25cm.
Quarterly.
Editor : Sant Ram Bhatia
Continues : Modern Librarian.
Continued by : New Librarian.

Tracing may be given as usual : It is a fictitious title.
Instruction : Designation for completed serials—12.3F. Date of first issue and last issue given in publication area — 12.4F3 Specific material designation preceded by number of parts. 12.5B2. Note on statement of responsibility — 12.7B6. Note of relationship with other serials 12.7B7(c).

Work from corporate body but not falling within any of the categories listed at 12.1B2 is entered under title -- 21.1C(3), Separate main entry made if the title proper of a serial changes -- 21.2C. In this case added entry under heading for editor is considered important features of the serial 21.30D.

Title Page 8 :

The/Statesman's/year-book/Statistical and Historical Annual/ of the States of the world/for the year/1972-73/Edited by/S. H. Steinbery/Published by/Macmillan Company & the Free press/ London.

Library has regularly received these volume since 1965/66. These editors are also working since 1965-66.

Call No. 313.051 S29 Size 28cm.

313.058 THE STATESMAN'S year book; Statistical and historical

S 29 annual of the states of the world. — 1965/66
.— London : Macmillan, 1965/66—
v.;28cm.
Annual.

1. World — Year book.

Instruction : Statement of responsibility -- 1.7B6, 2·7B6 and 12.7B6. Note on Physical description -- 12.7B10. Work entered under heading appropriate for text -- 21.11A. Work of unknown authorship entered under title -- 21.5A.

Title Page 9 :

India/A Reference Annual 1972/Compiled by/The Research and Reference Division/Ministry of Information and Broadcasting Government of India/Published by/Publication Division Delhi.

The Publication started in 1953 and the library has the upto date publications.

Acc. No. 2345-2365 Class No. n44,N53.

n44,N53	INDIA;	a reference annual. — 1953— .—
		Delhi : Manager, Publication Division, 1953 —
		v.;28cm.
		Annual,
		Compiled by the India, Ministry of Information and Broadcasting.
	tion and	
		I. India. Ministry of Information and Broad-
	casting.	

Instructions : Work emanating from corporate body but not falling within any of the categories listed at 21.1B2 is entered under title — 21.1C(3). The form of heading for added entry is chosen in accordance with rules —23.2A, 24.6A and 24.6C. The note on the statement of responsibility. — 1.7B6, 2.7B6 and 12.7B6. Note on Physical description — 12.7B10. Added entry under the corporate body — 21.30E.

		INDIA. MINISTRY OF INFORMATION AND BROADCASTING.
n44, N53	INDIA;	a reference annual. — 1953— .—
		same as main entry.

Title Page : 10

Webster's Seventh/New Collegiate/Dictionary/based on/ Webster's Third New International/Dictionary/Thomas Allen Limited Toronto/1969.

Pages 1233 with some illustrations Call No. 422 K9

Accession No. 2345

423	WEBST	ER'S seventh new collegiate dictionary;
K9		based on Webster's third new International dictionary. — Toronto:Thomas, 1969.
		1233p.:ill.;30cm.
		1. English Language — Dictionaries.

Instructions : Works of unknown authorship entered under title —. 21.1C(1) and 21.5A.

ENGLISH LANGUAGE—DICTIONARIES

423 WEBSTER'S seventh New Collegiate dictionary;

Same as main entry.

Title Page 11 :

International Encyclopedia/of the/Social Sciences/published by/the Macmillan Company & the Free Press/London/Copyright/ 1968.

Volume 1 to 15 Accession No. 3319-3435 Call No. 303 K9

303 INTERNATIONAL Encyclopedia of the Social Sciences.—

K9 London;Macmillan,c1968.

16v.;30cm.

Note : tracing and added entries may be prepared as usual.

Instructions : Work of unknown authorship entered under title. 21.1C (1) and 21.5A.

Title Page 12 :

The home medical encyclopedia by/Diocles/4th large edition/ Pnblished by Right Way Books/Kingwood/1956

254 pages with some illustrations Size 20cm.

It includes guide to the Health and Insurance Service.

DIOCLES.

The medical encyclopedia/by Diocles. — 4th large ed. — Kingswood; Right way Books, 1956.

254 p. : ill.; 20 cm.

"Including guide to the Health and Insurance Service"

Instructions : Entry under single personal author — 21.1A1, 21.1A2 and 21.4A. Basis of heading is name by which person is commonly known—22.1A, Determined from the chief source of information of works by that person in his or her language — 22.1B. Entry under pseudonym with reference from the real name if known — 22.2C1,

Title page Society of four author :

Anglo — American/Cataloguing Rules/Second Edition/prepared by the American Library Association/The British Library/ The Canadian Committee on cataloguing/The library Association/ the Library of Congress/edited by Michael Gorman and Paul W. Winkler. Published by the Library Association London/1978.

Pages xvii, 620 Size 25 cm Call No. 025,3 Z69A.

025 3
Z69A

ANGLO — AMERICAN Cataloguing Rules/prepared by the American Library Association.. [et al]. — 2nd ed./edited by Michael Gorman & Paul W. Winkler. — London : Library Association, 1978.

xvii, 620p.; 25cm'

Published : Chicaga; A.L.A.; Ottawa : Canadian Library Association.

I. American Library Association. II. Library Association. III. Gorman, Michael, ed. IV. Winkler, Paul W., ed.

Instructions : Entry under title when responsibility is shared between more than three corporate bodies and Principal responsibility is not attributed -- 21.6C2. Added entry for the first corporate body -- 21.6C2 and 21.30B. Added entry under Library Association as corporate body - 21.30F and added entries under editors -- 21.30D. For capitalization --1.1B1. Statement of responsibility 1.F18 and 1.1F5. Edition statement - App. B and 1.2B1 and 1.2C1. Note on publication -- 1.7B9 and 2.7B9.

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A.A.C R. —*2*—Anglo—American Cataloguing Rules—1978.
A.A.C.R. —*1*—Anglo—American Cataloguing Rules—1967.
Cap.—Capitalization.
App.—Appendix.
P.—Pages.
Ill.—illustration.
cm.—Centimeters.